

PERSONAL INFORMATION

Name: Fatma AL Sinani
Gender: Female
Age: 38
Marital Status: Married
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EDUCATION

2001-2006 BA Electrical and communication Engineer
Sultan Qaboos University College of engineering
2015: **PMP**
2022: **PMI-ACP**

Summary

I have worked in OIL and GAS field at Oman LNG for quite long time mainly in IT department and i had very advanced career progression started as web developer then Sr Web and Collaboration Analyst , moving to Lead Developments and Integration Architect. in 2021 I have moved to core business department and take over a position of Manager Innovation and Asset Improvement to lead Digital transformation projects. During my working experience I've led many projects that gave me solid experience in process improvement and digital automation.

EMPLOYMENT HISTORY / WORKING EXPERIENCE

Nov 2007 – Jun 2021 Oman LNG LLC

May 2021: Manager Innovation and Asset Improvement

- Develop and implement business improvement strategies and provide recommendation on how to move forward on digitalization
- Develop plans, schedules, and budgets for projects to improve existing processes
- Analyse risks associated with different approaches of process changes.
- Communicate and increase staff involvement in the digitalization roadmap and latest technology trends
- Manage strategic project plan to align projects with business strategy

Jan 20 – Apr 21: Lead Developments and Integration Architect (ERP, k2 and SharePoint)

- Orchestrate integration projects and corresponding strategies between business units and development teams.
- Ensure that integration planning and practices are aligned with strategic business goals and the company's overall strategic vision.
- Lead and manage complex integration projects meet business requirements and goals and manage the change process throughout project lifecycle.

Jan 17 – Dec 19: Sr. Application Integration & Development Architect

- Plan, coordinate, architect, and supervise all activities related to the integration/ development of software programs, applications, and third-party solutions as required to meet the business requirements of the organization.
- Lead requirement gathering and system analysis, data analysis, functional design, and data quality improvements.
- Collaborate with analysts, designers, and system owners in the testing of newly-integrated software programs and applications.

Jan 12 – Dec 16: Web and Collaboration Analyst

- Ensure availability, reliability and integrity of Web collaboration support services.
- Oversee and drive the design, development, implementation, maintenance and enhancement of OLNG's front end applications
- Plan and direct the team in increasing the effectiveness and efficiency of the automated business process.

Jan 10- Dec 11): web developer

- Drive the design, development, implementation, maintenance and enhancement of OLNG's internal and external Portal
- Identify and develop the web solution that meet the business objectives and enhance user experience
- Troubleshoot and manage all user incidents and relevant technical issues.

AWARDS / RECOGNITION

- 2021: Solution Architecture Practitioners program by Web Age Solutions Inc.
- 2021: Digital Transformation Certificate by LinkedIn
- 2020: Shell Behavior Based Safety for leaders Certificate and License.
- 2019: Information Security Awareness Program training
- 2019: Safety walk awareness & Omnisafe Awareness
- 2019: Environmental Awareness
- 2019: Tagder Appreciations from IT for leading various automation process
- 2018: Shell **Lean Practitioner** Certification 2017
- 2018: Tagder Appreciations from the Management Team for outstanding effort in leading different projects from multiple departments
- 2017: Shell Certificate of Define process waste using **Go See, TIMWOOD-I** and **fishbone** based on Lean Methodology.
- 2017: ISO Certificate Audit
- 2017: Recognition for valuable contribution and commitment during the membership (4 years) in Sponsorship and Donation Committee
- 2016: Recognition of commitment, launching ODF website in SharePoint technology and meet scorecard deliverable
- 2015: Project Management Professional Certificate **PMP License**
- 2014: ITIL Foundation Examination
- 2013: Tagdeer for the commitment and outstanding effort during implantation of OLNG Electronic Document Management System.
- 2009: Tagdeer for outstanding effort in assisting QHSE department in designing and launching the lifesaving rules website.
- 2010: Tagder Appreciations from the operations Manager for outstanding effort Design and lunch voting exercise electronically in short notice and professional manner.
- 2009: Award recognition of extra efforts in migration the old static Oman LNG Intranet to dynamic intranet
- 2009: Certificate of Developing Microsoft SharePoint Server 2013 Core Solutions

KEY ACHIEVEMENTS:

Lead the design, development, testing and implementation activities of all bellow projects:

1. Enhancement of HR service delivery by develop Wikipedia for all OmanLNG policy with powerful search engine and dashboards.

2. Develop IMTIAZ Readiness Plan for restructuring change and manage all relevant changes with the technical and functional team across the automated system.
3. Implementation of EDMS solution in Oman LNG company in SharePoint 2010
4. Develop and implement Oman LNG Internet website based on SharePoint 2013 and host it internally within OLNG environment.
5. Deliver security gate base automation process in SharePoint 2010 using SharePoint InfoPath and SharePoint designer 2010.
6. Lead business process automation projects using intelligent workflow and smart forms:
 - Procurement Submission Form
 - Contract Initiation Form process
 - Automation of Management of Change process (MOC)
 - Security Gate Pass system
 - Visitor Management system
 - ASSAI document control system
 - IT eService catalog
 - Risk assessment system
 - Technical authority system
 - HR secondment process, demoplization process
 - Implement PPM tool for IT projects