

▪ **Key Responsibilities**



- Prepare the Business Case and Project Brief.
 - Establish or confirm guidelines applicable to the project.
 - Preparing a policy and procedure document for Innovation Unit.
 - Manage trade-offs between scope, quality, time and cost.
 - Ensure quality assurance and quality control.
 - Prepare project risk reviews and opportunity.
- Close all project documentation and archive appropriate records.

Work Experience

From Aug 2001 until Sep 2007.

▪ **Company**

KSU, Seismic Study Center.
<https://www.ksu.edu.sa/>

▪ **Position**

Technician Supervisor

▪ **Key Responsibilities**

- Look after technical equipment and completed practical work in a laboratory.
- Operation and technician management of Observatory in seismic study center.
- Troubleshooting the system & writing reports to relevant government agencies.
- Fix and generate the seismic station on the fields all over the KSA.



▪ **Company**

STC,
<https://www.stc.com.sa/wps/wcm/connect/english/individual/individual>

▪ **Position**

Field statistic
From July 2000 Until Dec 2000.



▪ **Education**

- **Riyadh College of Technology, Bachelor of Engineering Technology G.P.A (4.41)**
- **Riyadh College of Technology, The associate degree of Technology G.P.A (4.61)**

Training Courses

- Diploma In Human Resource Management, from CS CHAMBERS
- Certified Process Professional, from IIR MIDDLE EAST
- Certified Process Manager Management System, from IIR MIDDLE EAST
- Development Task Management skills, from Anderson HR Consulting
- Complete Management System Development, from Anderson HR Consulting
- Coach in thinking skills, from De Bono Center Teaching Thinking
- Certified KPI Professional, from The KPI Institute
- Project Management Professional, from PMI*
- Finance for Non-Financial Managers, from S Learn
- Electrical Principles, from IHRDC
- Scrum & Lean Management, from S Learn
- Basics of Business Entrepreneurship and Managing an Entrepreneurship Plat, from IMF
- Essential Skills to Mastering the Art of Win-Win Negotiation, from Droop
- Primavera Professional Fundamentals, from ORACLE/ Promastar

