

Dynamic, driven, and goal-oriented Project Manager and Organizational Development Consultant with a profound understanding of diverse domains, encompassing project management, law and governance, IT, and programming. Adept at leveraging extensive experience to drive project success while bringing a unique blend of strong HR expertise to the table. Proven track record in crafting administrative content, constructing administrative models, and authoring comprehensive manuals, policies, and internal work regulations. Innovative problem solver, capable of seamlessly bridging the gap between multifaceted disciplines to deliver transformative results and drive organizational excellence.

## Areas of Expertise

- ◆ Project Planning & Management
- ◆ Risk Assessment & Mitigation
- ◆ Regulatory Compliance
- ◆ Tact & Neutrality
- ◆ Strategic Planning
- ◆ Cross-Functional Collaboration
- ◆ Contracting & Negotiation
- ◆ Market Research & Analysis
- ◆ Human Resources
- ◆ Legal Knowledge
- ◆ Stakeholder Communication
- ◆ Team Leadership

## Professional Experience

### Projects Manager | OD Consultant, FIRST ACCESS Consulting, Riyadh, SA

2021-2023

Initiate projects by conducting a thorough analysis of the requirements and objectives. Strategize project plans, outline key milestones and deliverables, and coordinate cross-functional teams to ensure seamless collaboration and resource allocation. Monitor progress regularly, identifying potential risks and implementing mitigation strategies as needed. Communicate project updates and status reports to stakeholders to maintain transparency and alignment with project goals. Implement tasks and activities according to the project schedule, adhering to quality standards and best practices. Evaluate project outcomes against predefined success criteria, and document lessons learned for future improvement.

- **King Salman Global Academy for Arabic Language | Ministry of Culture in the Kingdom of Saudi Arabia**

Spearheaded the establishment of the Arabic Language Artificial Intelligence Center, actively contributing to workshop content creation and professional presentation design, encompassing strategic planning, strategy formulation, strategic identity development, and reinforcement workshops.

- Conducted a strategic analysis to craft a decision-making framework and ensure the seamless operation of the AI Center.
- Developed the strategic blueprint for the Artificial Intelligence Center, outlining its future direction and objectives.

- **Project: HPI, Change Management & Improve Employees' Contractual Relationships**

Enhance workplace safety and efficiency by electronically auditing and enforcing internal policies within organizations, fostering awareness and continuous improvement of the work environment. Craft individualized labor policies tailored to group companies, incorporating unique terms and conditions for each facility, with legal validation from Ministry of Labor and Social Development-approved law firms, and subsequent review and approval by the Ministry of Labor and Social Development. Develop informative presentations aimed at providing comprehensive education to the staff of the Human Resources Department regarding the effective utilization of electronic systems for the purpose of documenting employment contracts on government platforms.

- Reviewed and revised the Human Resources Department's policies and procedures manual, aligning it with the current laws and regulations in the Kingdom of Saudi Arabia as part of the HR transformation plan for group companies.
- Developed six standardized employment contract templates for 1.2K employees, tailored to both Saudi nationals and residents, ensuring compliance with the labor laws and regulations of Saudi Arabia.

- **Project: Consulting services, Change Management (Organization Transformation), E-Commerce, Riyadh**

Conducted an evaluation of the operational effectiveness and employee satisfaction levels within a commercial holding corporation that manages a conglomerate of seven companies that collectively employs more than 500 professionals engaged in various aspects of the supply chain, marketing, and distribution of consumer goods. Created a framework for decision-making through comprehensive strategic planning. Established an all-encompassing strategy plan to coordinate the activities of the subsidiaries that report to the parent company.

- Ensured the group's HR, marketing, and sales department policies and procedures manuals were streamlined with the overall business strategy.
- Tailored manuals to the specific needs of each division and included department-specific terms and conditions. Assured the manuals are reviewed, validated, and approved by law firms recognized by the Ministry of Labor and Social Development.

## **HR Director, JV Oil & Gas Construction, PT GUNANUSA, AL Khboar, SA**

**2018 - 2021**

Oversaw the recruitment, onboarding, and initial training processes for the workforce. Supervised and coordinated performance evaluations and compensation matters, while simultaneously ensuring the maintenance of thorough employee records. Implemented disciplinary procedures, utilizing excellent communication and relationship-building skills. Drafted internal by-laws and regulations to ensure full compliance with local labor and employment laws.

- Implemented the completion of local partnership agreements, specifically the Joint Venture Agreement, in collaboration with a global Oil and Gas EPCI Contractor. The goal was to combine resources to establish a factory in Ras Al-Khair Port within the Jubail Industrial Zone in the Kingdom of Saudi Arabia to produce marine platforms.
- Accomplished the acquisition of essential licenses required for the establishment, facilitated through government agencies.
- Successfully secured electronic work visit visas for partnership employees via the Ministry of Foreign Affairs electronic visa platform.

## **HR, Administrative Manager, ILK Middle East Construction Company, AL Khboar, SA**

**2016 - 2019**

Oversaw recruitment and onboarding process for new employees, managing job postings, conducting interviews, and facilitating orientation programs. Administered and maintained HR records and databases, ensuring accuracy and confidentiality. Developed and implemented HR policies and procedures and monitored compliance with labor laws and regulations. Coordinated employee benefits and compensation programs, including payroll processing and performance appraisal systems. Addressed employee relations matters, mediated conflicts, and promoted a positive workplace culture. Provided HR guidance and support to staff, including addressing inquiries and resolving HR-related issues promptly.

- Spearheaded comprehensive process documentation efforts, resulting in the company's attainment of ISO accreditation, a significant milestone aligning with the Kingdom's 2030 development vision.
- Orchestrated administrative operations for a prominent construction firm, ensuring its efficient functioning.
- Crafted legal agreements and contracts for the company, reviewing and negotiating advantageous modifications to external contracts.
- Expertly composed and managed legal correspondence, effectively addressing and resolving disputes with external parties.

## **Education**

- Master of Project Management | South Europe College University, Malta, IPMA
- Master of Cyber Security | Midoceans University, Union of the Comoros
- Bachelor of Political and Administrative Sciences | Lebanese University, Beirut

## **Professional Training**

### **2024**

- Certified in Lean Six Sigma, spanning from White to Black belt levels

### **2023**

- Employee Development Accreditation, Harrison Assessment
- AWS Concepts, Cloud Security Foundation Linux Academy
- Cloud Computing
- Information Security Operations Centre ISOC or SOC
- CCNA Cisco Course, Cisco Academy
- The Certified Digital Forensic Examiner (CDFE)

- Red Hat System Administration – Red Hat
- Enterprise Linux 8 Essentials (RHSA)
- IT Surveillance & Computer forensics
- Cyber, Network Security
- Penetration Testing & Ethical Hacking

#### **2022**

- Certified Islamic Arbitrator & Expert (CIAE)
- International Arbitration Fellowship (SCCA), Level Two
- American Fellowship, International Commercial Arbitration
- Diplomatic Relations & International Disputes
- Diplomatic & Political Relationship
- Forensic Computing, RIT, Rochester Institute Technology

## **Affiliations**

- SCCA International Arbitration Fellowship
- IEEE, Institute of Electrical and Electronics Engineers
- APM - Association of Project Management
- AIFICA Academic Council
- AMA American Management Association
- LERNU Society for Esperanto Language "Esperanto (UN recognition) "

## **Volunteer Work**

- Engaged in volunteer work involving the creation of educational curricula and instructional materials for kindergarten, preschool students, and the special education sector.
- Volunteered to design and produce educational training packages suitable for electronic dissemination.
- Contributed as a volunteer by evaluating legal defense notes for competition teams over a span of 2 years, and volunteered to chair and serve as a member of arbitration panels for oral arguments among competing teams in order to judge moot competitions.

## **Languages**

- Arabic
- English