

Hamad Alfataih

PERSONAL PROFILE

A proactive, self-motivated and confident graduate who maintains a professional manner in the workplace. Able to work under pressure whilst delivering duties effectively and accurately during studying and working period. Good work in a team setting or alone unsupervised. Can work hard and adapt to new work environment or new field quickly through my master degree period. Very well presented diligent and a determined individual.

EDUCATION:

- 2009-2011 University of Warwick, International Manufacturing Group
Major: MSc Electronic Business Management
- 2007-2009 University Glamorgan, Wales, Information Communication Technology School
Major: BSC (Hons) E-commerce.
- 2006-2007 University of Swansea: Information, Communication and Computing Technology
Major: E-commerce technology.
- 2003-2006 University of King Saud, Riyadh, BSc Business Administration
Major: BSc Business administration.

TRAINING COURSES:

- Oct 2011 PMP (Project Management Professional), Riyadh, Saudi Arabia, Certification, Dar Alruaa Institute.
- May 2011 BSC (Balance Scorecard), Riyadh, Saudi Arabia, Certification, Modeling & SA Client From Horizon.
- May 2011 Strengthening Community Entrepreneurship, Riyadh, Certification, S.J Madia Entrepreneurship
- April 2011 Executing Your Strategy Through Excellence in Enterprise Project Management, Riyadh, Saudi Arabia, Riyadh Chamber for commerce and industry, Certification, By method corporation
- Sep 2013 Making Strategy Happen, Dubia, Certification, ShiftIN Partners.

PROFESSIONAL SKILLS:

- Managing performance contracts with government Program and Projects.
- Establishing Project Management Office (PMO) from inception to finalization for KSU2030.
- Conducting risk reviews of Initiatives and inform the project managers about the Implications of delays.
- Liaising with initiatives, KPI's owners, and project teams.
- Providing leadership to initiatives, KPI's owners and equip them with right tools to reach initiatives target.
- Creating Project Dashboard & Status Reports using Balance scorecard.
- Ensure that Project Charter documents are updated to reflect changes by managers.
- Preparing Executive Summary & Dashboard for clients and senior management.
- Reviewing of project execution in line with KSU policies, and priorities.
- Continuous monitoring of project milestones and deliverables.
- Project Supervisor of website designing for Deanship of Development.
- Understanding how to use levers to win a negotiation and also understand the need for a win/win outcome to ensure future success.
- Creating successfully undertaken various team projects within both public and private environments.
- Generating Strong presentation skills, both orally and in writing. Presented to board directors.
- Implement long term strategy plans and critical paths to ensure that key deadlines are met.
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WORK HISTORY:

2012- Now

King Saud University

Assistant teaching

Policies and procedures Manager

2011- Now

King Saud University

Executive Directorate Of Strategic planning -PMO Office

Program Manager of Performance Contract with Government

- Deal with government to have flexibility and accountability in the end.
- Create a steering committee between King Saud University and Ministries of finance, civil servant, higher education to establish Negotiation regarding performance contract.
- Monitoring project through (BSC) Balance scorecard to manage and measure the progress of initiatives and (KPIs) key performance indicators.
- Modelling and designing the balance Score Card to the colleges and deanships.
- Monitoring initiatives and KPIs

PROJECTS:

- Project Coordinator for Revamp and reengineer the current policies, processes and procedures.
- Project Manager of Policies and Procedures financial documented.
- Member of job description project at KSU.
- Member of Balance Score card project.

LANGUAGE: Arabic and English

REFERENCES: Under Requested