

MOHAMMED ALI SAAD AL-JAIZAN

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LEADERSHIP PROFILE – PROJECTS ADMINISTRATION & MANAGEMENT

Snapshot: Comprehensive **22 years'** of extensive experience in Consultation, Construction and Maintenance projects. Currently holding **EPC** (Engineering, Procurement & Construction) admin of new projects as **Director of Projects & Engineering Affairs at Ministry of Health** in the Eastern Region and at **King Fahad Specialist Hospital (KFSH)**. Previously worked on construction and maintenance of power utility projects of **Saudi Electricity Company (SEC)** for around 8 years.

EXECUTIVE SUMMARY

- ✓ Visualize projects, develop cost, secure budget allocations, call and evaluate bids, generate the RFP (Request for Proposal) and prepare life cycle work programs.
- ✓ Create project policies, procedures and plans, and assist in selection of consultants, architects, contractors and vendors.
- ✓ Set project organization structure, responsibilities, project management controls, communication & reporting systems.
- ✓ Coordinate and oversee design development, review design before finalization and approval by competent authority.
- ✓ Review and finalize project submittals in terms of drawings, quality plan, instructions to proposers (ITP), materials, manpower, equipment, etc.
- ✓ Direct, monitor and control procurement and construction activities till successful close out.
- ✓ Manage project interfaces involving consultants, architects, contractors, suppliers and internal project team.
- ✓ Ensure multi-disciplinary coordination in design and execution programs to avoid clashes and performance lapses.
- ✓ Track, monitor and supervise the deliverables by outsourced agencies to ensure timely completion of programs.
- ✓ Monitor and review project progress, chair review meetings, and follow up timely closure of all observations.

RECENT EXPERIENCE SUMMARY

Ministry of Health in the Eastern Region, Dammam, KSA :

Oct' 2016 – Present

Role: Director of Projects & Engineering Affairs in the Eastern Region (2016 - present)

- Acting as the Projects Director and Engineering Affairs in the Eastern Region
- Executing services projects within the directorate's authority and ensuring adherence to project quality and timeline.
- Handling projects development, contracting, execution, and final completion including management & control of finances.
- Handing over 9 dispensaries of Primary Care in Dammam, Khobar and Jubail.
- Evaluated following projects bids as core member of bids evaluation (Technical/Commercial) Committees:
 - Trauma Center Design Project of 80 bed hospital at Dammam.
 - Prince Mohammed Bin Fahad Hospital 200 bed in Qatif.
 - And Other projects

King Fahad Specialist Hospital, Dammam, KSA :

Nov' 2007 – Oct' 2016

Role: Director of Projects Administration (2012 - 2016)

- Acting as an Executive Director of Projects & Maintenance Services
- Selected as the Regional Director of Maintenance Administration for six months among the MOH (Ministry of Health) Engineers in the Eastern Province.
- Executing services projects within the directorate's authority and ensuring adherence to projects quality and timeline.

- Handling projects development, contracting, execution, and final completion including management & control of finances.
- Evaluated following projects bids as core member of bids evaluation (techno-commercial) committee:
 - ✓ RFP of the ITC Center.
 - ✓ Comprehensive Oncology Center.
 - ✓ Hospital HVAC (Heating, Ventilating, and Air Conditioning) System Replacement.
 - ✓ Engineering Consultancy Services.
- Member of Safety Standing Committee overlooking engineering aspects of safety for the whole campus.
- Reviewing the current space distribution of departments along with all requests for new assignment of space and integrating the same with hospital master plan.
- Key member of Projects & Equipment Steering Committee (Chaired by CEO)
- Monitoring the progress of the approved projects and procurement of equipment.
- Compliance assurance with the timeframe set up for project/procurement plans including payments.
- Reviewing suggestions and approval of actions for enhancing process.

Role: Head of Planning & Design Division (2008 – 2012)

- Formulation of Policies & Procedures for Planning & Design Division.
- Planning & Design of all the technical projects of the hospital.
- Supervision of Engineering Consultant engaged in the review of design & Engineering (Architectural, Civil, Electrical, Mechanical, etc.) submittals including bills of quantities and technical specifications.
- Setting up technical plans and Terms & Conditions of all construction projects.
- Advising on budget allocations, tracking of expenditure vs. budgets and control of expenditures.
- Establishing coordination with all engineering fields in the division.
- Generation of RFP for Eng. Consultancy of Oncology Center Building & King Khaled Medical City (KKMC) projects.
- Detailed project study after financial concurrence, and to decide on outsourcing of external services, if necessary.
- Ensuring availability/supply of required equipment & qualified manpower to execute the projects.
- Chairing major bids Technical Evaluation Committees concerning all construction, infrastructure & technical projects.

Role: Director of Project Management Administration (2007 – 2008)

- Created the Projects Management Administration on 2007 with minimum staff.
- Assisted Executive Director - Engineering Services in Projects Management Administration, Information Technology Department, Telecommunication Department, Biomedical Engineering Department and Maintenance Services.
- Formalized the Organization Chart for the Administration.
- Collaborated in the recruitment of all staff for the Administration.
- Prepared and implemented the Job Description & departmental working procedures.
- Contributed on the Mission, Vision & Values for the Administration.
- Administered controls in key areas of projects management including Integration, Scope, Time, Cost, Quality, Human Resources, Communication, Risk & Procurement.

PREVIOUS EXPERIENCE

Saudi Electricity Authority, Khobar Office, :

1999 – 2007

Role: Projects Unit Head

Key Highlights:

- Involved in planning and construction activities across SEC Dammam Operating Area.
- Worked for 3 years in Design of distribution substation (13.8 KV / 220-127 V) at Qatif SEC Office.
- Headed maintenance section for 2 years in Network maintenance, Substation Maintenance and Meters maintenance at Qatif SEC Office.
- Lead construction of Khobar SEC office projects for 2.5 years' including implementation/execution of substations distribution, integration network cables, System Improvement of old network cables, etc.
- Managed customer relation unit, engineering unit and construction unit at Ras-Tanura office.
- Tahseen Committee Member – TQM (Total Quality Management) for study of customers demand load of more than 400A.
- Assisted in securing excavation permissions (ROW – Right of Way) from all departments (Municipality, Water Department, Telecommunication Company, Road Department, Saudi Aramco, etc.).

Key Projects Handled:

- Power supply to Prince Mohammed University, located in half moon.
- Integration of power in al-Rashed Mall, located in Khobar.

- Integration of power in al-Dharan Mall, located in Dharan.
- Integration of power in King Fahad University of Petroleum and Minerals.

EDUCATION

- **B.Sc. in Electrical Engineering**, King Fahad University of Petroleum and Minerals (KFUPM), Dhahran, KSA.

TRAININGS & COURSES

At KFSH

- Certified Manager Program (CM), March 2013.
- LEAN for projects Managers, November 2011.
- Projects Management Professional (PMP), January 2010.
- Interviewing Skills & Performance Appraisal, November 2009.

At SEC

- Resources Management, July 2007.
- Course in Maintenance Control, July 2007.
- Employee Evaluation, March 2007.
- Microsoft Front Page, November 2005.
- Microsoft Outlook, January 2005.
- Fault Analysis in Electrical Network, August 2004.
- Planning & Budgeting, June 2004.
- Equipment Grounding, November 2002.
- MS Basic Access 2000, October 2002.
- Time Management, September 2002.
- Better Business Writing, August 2002.
- Microsoft Basic Excel, July 2002.
- Tahseen Primary (Team Leaders & Members), April 2002.
- Conducting an Effective Safety Meeting (2), November 2001.
- Conducting an Effective Safety Meeting (1), September 2001.
- Safety Working Procedures, September 2001.
- Orientation Program in transportation, traffic, safety, employee involvement, and leadership, in April 2001.

IT Skills: MS Office Suite (Word, Excel, PowerPoint, Outlook, Visio, Project), AutoCAD, Photo Shop, Prize Presentation

PROFESSIONAL ASSOCIATION

- Member of Saudi Council of Engineers, Saudi Arabia - Eastern Province.

EXHIBITIONS / CONFERENCES ATTENDED

- Power Gen Exhibition United States of America - Florida Orlando.
- Arab Health Exhibition in United Arab of Emirates – Dubai.
- Index International Design Exhibition in United Arab of Emirates – Dubai.
- International Projects Management Forum in United Arab of Emirates – Dubai.
- International Maintenance Conference in United Arab Emirates – Dubai.

PERSONAL DETAILS

- **Date of Birth** : October 15, 1977.
- **Languages Known** : Arabic, English.

~ References Available Upon Request ~