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Khobar – Kingdom of Saudi Arabia

Project management professional seeking work planning, execution and monitoring of projects. Calm, with a strong ability to handle time pressure within fast work settings.

[2021] Project Management Professional (PMP)

[2018 – 2020] Coordinator at ANQA planner and business developer of learning services. Conducting learning workshops in healthcare management including risk analysis.

[2012 – 2017] Labor inspector at Ministry of Human resources. Providing guidance to HR departments. Insuring the implementation of Saudi labor law in firms and organization through onsite inspections in HR departments. Investigating payroll and labor safety. Coordinating security sector inspections in eastern region. Experience of customer services in file registration and insuring compliance with regulations of labor law.

[2010 – 2011] Software specialist at Arab National Bank. Managing oracle 11 G databases including performance monitoring, database recovery, query testing and all responsibilities as an Oracle DBA. Hands on experience in disaster response planning in bank's Headquarters through performing response to disaster scenarios.

[2009] Bachelor of Science in Management Information Systems **MIS** from King Fahd university of pettroleum and minerals. (KFUPM)

Skills & Training

- **MS Project 2016 & 2013** : Creating tasks, assign resources, tracking, progressing and reporting project status.
- Strong **Primavera P6** skills: creating WBS, assign resources, resources leveling, tracking, progressing and reporting project status.
- 2021 Project management course Agile practices PMP
- Six Sigma
- AGILE SCRUM team techniques
- Fluent Arabic and English
Strong english command
- 2011 ORACLE 11G Database Admin Workshop 2
- 2011 ORACLE 11G Database Admin Workshop 1
- 2008 SQL SERVER administration
- 2008 VISUAL STUDIO C# course
- Microsoft OFFICE
- Computer driving license
- Strong communication skills
- Effective team member and a leader