

Heba Khaled ALDossary

Languages: Arabic & English

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Marital Status: Married

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Objective:

To be part of a multinational company and to use my capabilities and skills to develop and impact the enterprises outcomes, especially in project management area.

Education:

June 2008 Bachelor of Computer and Management Information System from King Faisal University in Damam, Saudi Arabia.

- **Senior Project:** Managing appointments system at health center, web-based, using JAVA programming language.

Experience:**Professional Experience****- PMO Head – National Talents Company**

o Oct 2019 - Present

- Implemented Project Portfolio Management software (PPM)
- Defined and maintained project management process and standards (SOPs)
- Tracking overall status of projects
- Supporting projects managers and increasing department's capabilities
- Supporting Sales department in reviewing technical and financial proposals
- Issuing monthly portfolio report
- Updating the company OPA's
- Being the accountable and supervisor on different projects such as:
 - Cultural Concepts, Cultural Grants, Art and Culture for Special needs under Ministry Of Culture (May 2021 till now)
 - Building and designing high tech exhibit – CITC (December 2019 – August 2020).
 - Faid museum – Ministry of Tourism (November 2019 – April 2020)
 - AIUla Desert X, AIUla Mentorship – Royal Commission for AIUla (December 2019 – April 2020)
 - Mishkat Science Center – King AbdulAziz for Atomic Energy (Jan 2021 till now)
 - Neom Experience Center – NEOM (Jan 2021 till now)
 - Managing the project of Art and Culture For Special Students – Ministry Of Culture (August 2021 till now)
 - Aramco mobility exhibit (Jan 2021)

- Project Manager – National Talents Company

o Sep 2018 – Oct 2019

- Managed tow projects starting from initial phase till closing:
 - STEMania, Educational program, Aramco- Women empowerment and Diversity (Sep 2018 – Apr 2019)
 - Designing and Building Hail Museum project – Ministry of Tourism (Apr 2019 – Sep 2019)
- Responsibilities:
 - Activity and resources planning
 - Cost estimating and developing budget
 - Controlling time management
 - Ensuring client satisfaction
 - Managing reports and all necessary documentation
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- Science Communication Head – National Talents Company

o Dec 2016 – Sep 2018

- I worked as a department manager at Energy Exhibit, a program of King AbdulAzeez for World Culture (Ithraa)
- Leading, developing and implementing a learning strategy and programs plan that supports the EXHIBIT mission.

- Assuring growth in both quality and quantity of learning programs delivered across all brands and in cooperation with brand directors and their senior staffs.
 - Leading learning teams within and across all EXHIBIT functions, including onsite and offsite activity, to excellence in program development and delivery.
 - Ensuring that EXHIBIT is a leading example of public science engagement not only in Saudi Arabia, but on an international stage.
- **Operation Manager - National Talents Company.**
- Feb 2011 – Nov 2016
 - Direct and manage educational related projects.
 - Plan and schedule project timeline.
 - Prepare progress reports and presentations.
 - Supervise the recruitment process for project team members
 - **Projects:**
 - **May - July 2013:** Planned and executed TalentS Summer Academy program.
 - **Apr – Sep 2014:** Planned and operated the project of TETCO – the mobility science center
 - **Sep 2015 – 2016:** Operated iSpark project - Aramco
 - **May- July 2012:** Planned and executed the summer camp iSpark 2012.
 - **Aug 2011:** Operated Aramco Summer Camp iSpark 2011
 - **Mar 2011:** Managed and Executed Aramco project – the discovery box
- **Computer Trainer at AlAlamiah Institute:**
- Apr – Jul 2010
 - I trained on MS office programs, (ICDL certificate).
 - Providing training for A+ Microsoft certificate

Education and Qualifications:

- Jan 2021:** Attended a course of Professional Project Management Agile
- Dec 2019:** Attended PMI conference, “Dubai International Project Management Forum 2019”, Dubai.
- Apr 2019:** Attended PMI-KSA Symposium/Saudi Chapter, AlKhubar
- Dec 2018:** Attended PMI Conference “Dubai International Project Management Forum 2018”, Dubai. Including:
- 2 days’ workshop of “How to establish PMO”
 - Site visit
- Feb 2018:** Completed exam preparation 6th course for PMP
- Nov 2017:** Attended “Learning Creative Learning” online course
- Apr 2017:** Primary and Secondary Care CPR/First Aid License
- Nov 2016:** Passed 43 STEM workshops training by HMNS “Huston Museum for Natural Science”
- May 2016:** A Six Sigma Green Belt Certificate
- Apr 2015:** Tinkering studio “how to operate STEM workshop in innovative way”
- Aug 2012:** Attended and certified of 3 STEM workshops by Lurance hall of science.
- Jul 2011:** Attended an Intensive training in UK about how to operate Science centers, and how to be a Facilitator in Science Museums, at TechnQuest Science Center, Cardiff

Skills

- Knowing how to apply PMI standards in project management
- Familiar with PPM – Project Portfolio Management software for Enterprises
- Familiar with Power BI software
- Familiar projects’ budget controlling
- Capable and experienced with working in teams and groups
- Innovative thinking in problem solving
- Advanced use of MS Excel

REFERENCES TO BE PROVIDED UPON REQUEST