



Mahmoud Almuzayen

Project / Contract Manager

Saudi Arabia 35811

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I am scouting for a full-time job in the IT Industry as a Project Manager. Willing to engage with a positive mental attitude towards tasks under my responsibility & proactively work with the project team to achieve our goals in addition to applying my Resourcefulness & Initiative while undertaking a project. Looking forward to hearing from you soon.

Personal Details

Birth Date: 1994-06-24

Eligible to work in Saudi Arabia: Yes

Industry: IT Operations & Helpdesk, Installation & Maintenance, Management

Work Experience

Project / Contract Manager

Jeraisy Computer and Communication Services - Jubail

August 2021 to Present

Working now as a Project Leader for All-In-One lease contract for SABIC & all of its affiliates & involved in the following activities:

1. Contract Technical Methodology
2. Daily, Weekly, & Monthly Performance Report
3. Servant Leadership
4. Agile Framework
5. Delivery arrangements & coordination.
6. Microsoft Excel knowledge & chart reports.
7. Negotiator
8. Active Listening
9. Stakeholder Engagement
10. Adaptive Planning
11. Value-Driven Delivery of work
12. Activity Refinement
13. Scrum & Kanban Framework
14. Incidents Risk assessment, analysis, & Response, & Monitoring.

Education

bachelor degree in Civil Engineering

Jubail University College JUC - Jubail Industrial City

May 2014 to September 2018

Skills

- Active Listener
- Organizational skills
- Leadership
- Communication skills
- Conflict Resolution
- Proactive (Less than 1 year)

Languages

- Arabic - Native
- English - Fluent

Links

<https://www.credly.com/badges/de3c6c3c-2e84-4bc2-a032-411e5e661ae0> PMI-ACP Badge

Awards

Agile Certified Practitioner

July 2023

Acquired My Agile Certificate from Project Management institute (PMI).

Certifications and Licenses

PMI ACP

July 2023 to July 2026

1. Burn Down Charts
2. Scrum Meetings
3. Value Driven Deliverable
4. Self-Empowered team
5. Servant Leadership
6. Risk Management & Mitigation Plans
7. Customer Collaboration
8. Continues Improvements & Integrations

9. Retrospectives
10. Problem Solving & Detection

Primavera P6

Present

1. Project Calander
2. Activities Duration & Level of Efforts
3. Resources Tracking
4. Project Progress Charts
5. Project Baseline
6. Project Organization Chart
7. Cost Tracking

Autodesk Robot

Present

1. Load Combinations
2. Reinforcements for Columns & beams & Slabs
3. Trusses & Hangers & All Sorts of Steel Structures
4. Equilibrium Forces on the Members
5. Steel Connections
6. Beams & Columns Connection & Supports