

PMO Manager

Results-driven architect and project management professional with a solid project management background in construction and civil industries.

Well-versed in steering operational direction and collaborative efforts in alignment with company mission and project requirements. Adept at assessing clients' operational requirements and overseeing design phases through to project delivery. Demonstrated ability to save operational costs by providing innovative solutions, evaluating suppliers' offers, and optimum utilization of allocated budgets and resources. Skilled problem-solver with recognition of the identification and mitigation of potential risks, along with improvement in underperforming areas via strategic planning and cross-team collaboration. Excellent communicator with the capacity to build strong relations across multi-disciplinary functions.

Areas of Expertise

- Project Lifecycle Management
- Strategic Planning & Execution
- Leadership & Staff Development
- Construction Management
- Supplier & Contract Negotiation
- Technical Engineering & Support
- Commissioning & Resource Control
- Risk Assessment & Mitigation
- HSE & Regulatory Compliance
- Site Supervision & Inspection
- Reporting & Documentation
- KPI Setting & Monitoring

Notable Accomplishments

- Commissioned all KSAU-HS sites involving seven colleges and an international research center.
- Delivered rehabilitation/reformatting change of building function worth two million SAR.
- Directed a team of seven team members and architects, while collaborating with the technical office team to expedite zones 14 and 15 plus tunnel T2 in the Holy Mosque's third expansion with 30K square meters.
- Supervised implementation of infrastructure for the rain drainage network of King Abdul-Aziz Medical City, covering eight kilometers in total length and linking the network with Jeddah City.
- Contributed to developing creative solutions for five projects, including the expansive, aesthetic, medical, and permeant solution of construction deficiency.
- Played a key role in developing the engineering services department and project management function by delivering strategic action plans.

Professional Experience

King Saud bin Abdul-Aziz Uni. for Health and Science (KSAU-HS), Jeddah
Architect / Acting Head of Engineering Services Department

2014 to Present

Oversee operational activities and staffing for the the department, along with construction project implementation, while ensuring alignment of end-user requirements with overall KSAU-HS objectives. In collaboration with the technical affairs regional director, lead the full lifecycle of projects from planning and scope definition through to delivery and produce progress reports with information regarding quantitative/qualitative achievements. Monitor construction operations and maintain compliance with SBC code requirements. Maintain timely delivery of projects within time and budgetary constraints. Supervise cross-functional teams and interact with clients throughout the project for successful handover.

- Ensured optimum utilization of multiple projects' budgets valued at over 20M SAR.
- Developed full package design with the team, including scope and specifications for 40 projects.

Dar Al Handasah Shair and Partners Consultants, Jeddah
Team Leader and Site Supervisor

2014

Streamlined site operations by coordinating implementations between the consultant office and contractor team. Steered project schedule as per company standards and quality specifications throughout the project. Headed inspections of preliminary handover as per building regulations, while tracking progress of daily and weekly activities.

- Delivered product concept design drawings with related documentation through liaison with the technical office.
- Ensured smooth flow of information by producing project progress reports and clarifying accomplished tasks relating to the overall holy mosque building.

Zuhair Gassem Associates, Arch. & Eng. Consultants, Riyadh
Site Supervisor

2012 – 2014

Developed and maintained resourced project schedules to facilitate clients on office and residential buildings while interacting with the project team and using MS Project. Supervised coordination of project schedules, resources, equipment, and information. Supported decision-making process by producing reports on key milestones, risk mitigation actions, and highlight reports.

- Accelerated preparation of BOQ and cost estimation for diverse site operations.
- Identified and defined project requirements, scope, and objectives via engagement with the project manager.

*Prior experience as an **Intern (Saudi Arabia)** at the Design Unit Office and **On-site Architect** at Jeddah Municipality from 2007 to 2009.*

Education & Certifications

Master of Construction Management, 2013 | Bowling Green State University, USA

Bachelor of Architecture, 2010 | King Abdul-Aziz University, KSA

PMP Certified | Project Management Institute, USA

Accredited P3O portfolio Office Certification | AXELOS, UK

Training & Courses

Essentials of Leadership | Institute of Public Administration, KSA

Meeting Management Skills | Institute of Public Administration, KSA

Estimation of Construction Projects | Institute of Public Administration, KSA

Quality Engineering System and **Global Leadership Development** | Collage of Technology, USA

Affiliations

Associate | Saudi Council of Engineers

PMI Member | Project Management Institute