

Eng. Hani Abdulla Almuhammad

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Riyadh 11325

Saudi Arabia

General manager | Chief Executive Officer | Business Development | Consultant | Trainer

Vice President / Project Management Officer / Executive Consultant

Dynamic, versatile, hands-on Program Manager who leads teams to design and implement successful strategic goals that align business and objectives and deliver rapid results

A charismatic leader with more than 15 years of experience in Strategic Project, Program & Portfolio Management and setting up PMO's in fast paced environments. Energetic, trusted, and detail-oriented Senior Program Manager and strategic solutions provider with outstanding project management and conflict management skills. Hand-picked by executive team to turn around underperforming programs; accomplished leader known and respected for leading successful change in projects and building credibility with executive teams and staff. Solutions driver who bridges the gap between business and technology with expertise in managing complex programs and multiple concurrent projects. Directs organization teams to develop high-quality programs that solve business problems and provide tangible results for enterprise-level financial systems and legacy workflow systems. With a high experience in delivering an strategic plane with smart goals to help, support and lead teams to reach those goals to match the planed KPI's with a very nominal deviations. With a very good knowledge and experience in establishing a companies and internal business process engineering.

CORE STRENGTHS

- | | | |
|----------------------------------|----------------------------------|----------------------------|
| - Conflict Management | - Risks & Issues Management | - Cost/Benefits Analysis |
| - Turnaround Operations | - Financial Modelling & Analysis | - Change Management |
| - Staffing & Resource Management | - PMI Methodologies | - Stakeholder Management |
| | - Leadership & Motivation | - Delegation & Negotiation |

Control Solutions Company, Riyadh

15/1/2013 – Now

Consol is working in Electrical and IT Field to provide a business development services in KSA.

Founder, Chief Executive Officer

- Supports operations and administration of Board by advising and informing Board members, interfacing between Board and staff, and supporting Board's evaluation of chief executive.
- Oversees design, marketing, promotion, delivery and quality of programs, products and services.
- Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations.
- Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.
- Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders.
- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.
- Advises the Board, And advocates/promotes organization and stakeholder change related to organization mission.
- Supports motivation of employees in organization products/programs and operations.
- Ensures staff and Board have sufficient and up-to-date information.
- Looks to the future for change opportunities.
- Interfaces between Board and employees.

- Interfaces between organization and community.
- Formulates policies and planning recommendations to the Board.
- Decides or guides courses of action in operations by staff.
- Oversees operations of organization, Implements plans.
- Manages human resources of organization.
- Manages financial and physical resources.
- Assists in the selection and evaluation of board members.
- Makes recommendations, supports Board during orientation and self-evaluation.
- Supports Board's evaluation of Chief Executive.

Ministry of Interior, Riyadh

15/3/2003 – 1/2/2015

The Ministry is the key government authority responsible for national security issues across KSA.

Project Management Office In-charge

FEB 2011 – JAN 2011

- Administration all the office activities, supervising the functions of the Project Management Office and leading project teams towards achieving success on projects delegated.
- Supervised the project teams, prepared RFP's for projects, initiated field studies and performed analysis of data acquired in addition to providing key technology solutions for all Telecommunications and IT projects.
- Participating in High Commissions and strategic meetings in addition to playing a key role in formulating the strategic blueprint for the General Department with regards to the provision of information services.
- Managing the activities of the PMO and all department projects assigned and calibrated project resources in order to accomplish goals required within constraints such as time, cost and agreed quality standards. And train the project managers, and prepare the general reports for the office, and present the planning for the office.
- Preparing the methodologies, service standards, process and templates for the office. Write the RFP for developing the office to achieve the international standards, And Provide technology solutions for the office, and Monitor and control the project management performance.
- Studying any suggested solution and ideas and preparing the strategic planning to transform it to projects and create the a solution to exist technology problems for the departments. And maintain the highest standards of quality and automation both pre and post implementation.
- Established a technical magazine for the Telecommunication an IT field. And the executive editor for it. Also writing and editing newspaper articles, technology reports. And provide technical advice on new technologies for departments and users.

Information Section In-charge

DEC 2007 – FEB 2011

- Overseeing all administration activities across the section, supervising the functions of the Project Management Office and leading project teams towards achieving success on projects delegated.
- Managing all strategic transformation projects pertinent to e-Government initiatives and endeavoring to maintain the highest standards of quality and automation both pre and post implementation.
- Participating in all the High Commissions and strategic board meetings in addition to playing a key role in formulating the strategic blueprint for the Ministry with regards to the provision of information services.
- Formulating the system development plan for next five years, supervising the implementation and maintenance of the Ministry's official website, managing the applications and programs section.
- Preparing plan RFP's and imparting training to the project team on areas of KPI's, service standards and implementation methodology.

Project Manager**JAN 2005 – DEC 2007**

- Established and managed the activities of the PMO, managed all ministry projects assigned and calibrated project resources in order to accomplish goals required within constraints such as time, cost and agreed quality standards.
- Supervised the project teams, prepared RFP's for projects, initiated field studies and performed analysis of data acquired in addition to providing key technology solutions for all Ministry departments.
- Audited the sufficiency and scope of technical contracts, evaluated vendor and contractor qualification and recommended the best resources to the strategic committee based on results of technical and financial analysis.
- Composed minutes of the meeting and ensured all project documentation was in place to serve as a point of reference while undertaking future projects.

Network Section In-charge**MAR 2003 – JAN 2005**

- Conceived the network development plan for next five years, supervised network upgrading projects, formulated specifications for maintenance contracts and managed network AMC's.
- Reviewed existing infrastructure, evaluated network performance, ensured disaster recovery procedures are in place and enforced control mechanisms for tracking deviations in functionality.
- Wrote technical reports, administrated LAN, organized the checklist and schedules for routine preventive maintenance exercises to be performed.
- Attended several exhibitions and conferences relevant to networks and performance management both inside and out of the country to keep abreast of latest trends and developments in the field.

Saudi Electricity Company, Riyadh**19/6/2000 – 14/3/2003**

The company was formed in 2000 post merger of all the erstwhile electricity corporations across KSA and is the country's key electricity and power services provider.

Assistant of Project Manager**JUN 2002 – MAR 2003**

- Continuously monitored project progress in terms of the status, budgets and modifications due to external factors and reporting on the same to senior management.
- Anticipated deviations from schedule, identified and managed potential risks by taking corrective action.
- Evaluated project acceptance criteria, acknowledged staff capabilities and aligned the same with their respective responsibilities in addition to motivating them and providing feedback.
- Comprehended all relevant methodologies and core processes involved on different projects, composed MOM, performed project documentation and archiving.

Projects Development Engineer**JUN 2000 – JUN 2002**

- Reviewed the project's technical specifications and generated all requirement specifications, contracts, schedules and status reports in line with set structure for implementation.
- Performed technical analysis, liaised with the committees of financial analysis and prepared network development plans based on the results obtained from the analyses carried out.
- Researched network problems, composed technical reports, supervised the sites under development and ensured that all grids were working smoothly thus eliminating any disruption or break in power supply.
- Associated with all the review committees throughout the qualification process prior to grating electrical infrastructure facilities to factories and companies in the region.

Trainee**Key Skills**

- Leadership, Strategic Planning, Project Management, Utilities Management, Network Management.
- Presentation, Teams Leading Effectively, Motivation, Business Process Analysis, Training.
- Infrastructure Planning, Cost Control, Resource Allocation, Network Administration & Maintenance.
- Project Evaluation & Qualification, Training & Development, System Security & Disaster Recovery.
- Communication & Interpersonal Networking, Group Dynamics & Synergy.
- MS Office Suite, MS Project & Visio, Flash & Front Page & Edius.
- Visual Basic.NET, ASP.NET.
- Photo Shop, Corel Draw, Illustrator.

Education**- Master Degree of Business Administration**

2016, 4.75/5.00, King Saud University.

- Bachelor Degree of Electrical Engineering

2000, 3.91/5.00, King Saud University.

Accreditation

- **Master's Certificate in Project Management**, University of Houston
- **Professional Electrical Engineer Degree**, Saudi Council of Engineering.
- **Professional Certified Trainer**, Canada Global Center.
- **Trainer in Six Hats**, De Bono for Teaching Thinking.
- **Trainer in Multiple intelligences**, De Bono for Teaching Thinking.
- **Trainer in CoRT**, De Bono for Teaching Thinking.
- **Practitioner of Neuron Linguistic Programming**, ABNLP.

Training**Technical**

- Fight against terrorism (Internet crime).
- Interconnecting Cisco Networking Devices.
- Introduction Cisco Networking Technologies.
- MCSE (2273, 2276, 2277).
- VPN/MPLS.
- High-speed networks.
- Supply and transmission the electric.

Programming

- Visual Basic .NET.
- ADO .NET.
- ASP .NET.

Software

- EMC (System Administration Fundamentals, Technical Fundamentals).
- CITRIX:1256 Course.
- Filenet Workshop.
- FileNet P8.
- Protection systems.
- ICDL.

Leadership & Management

- Project Management Professional Exam Preparation Course (PMBOK 2nd, 3rd, 4th Editions).
- Strategic Management.
- Planning Skills and Performance Management.
- Business Process Management Professional.
- The Leadership skills.
- Strategies for building a mental image and reputation management.
- Skills of planning, monitoring and improving the performance results.
- Risk Management.
- Introduction to COBIT 3rd IT Governance Model.
- Contract & Procurement Management.
- Total Quality Management Course.
- Effective management of time.
- development communication skills.

Business

- Developing The Marketing Plan.
- Creating and Building The Corporate Identity.
- Mistakes in the Planning of Advertising Campaigns.

Personality

- Seven Habits of Success.
- Technical Writing & Preparing Specifications.
- Speed Reading.
- Basic skills needed to work in the private sector.

Engineering

- Value Engineering Training Workshop.
- project life cycle Cost.

Analysis

- Content management and management information centers.
- Indexing and classification.
- E-Archive.
- Entrance to the science of knowledge, design and implementation of information systems.
- e-Document Forum 2005.

Language

- The conversation in English language.
- Preparation (TOEFL), English Course.

Volunteer

- ◆ *Director of Membership*, International Coach Federation, 2014-Now.
- ◆ *The president*, Toastmasters International (WHERE LEADERS ARE MADE), 2011-2012.
- ◆ *Member and Secretary of the Reviewing the Financial Statements Committee of 2011*, Saudi Council of Engineers, 2012.
- ◆ *Board member of Project Management Chapter*, Saudi Council of Engineers, 2013-Now.
- ◆ *Board member of Consultant Committee*, Charity Society for Engineering Services, 2013-Now.

Memberships

- ◆ International Coach Federation, 2014.
- ◆ Association for Strategic Planning, 2012.
- ◆ Toastmasters International (WHERE LEADERS ARE MADE), 2011.
- ◆ Member of Saudi Council of Engineers, 2010.
- ◆ The International Institute of Business Analysis, 2010.
- ◆ Project Management Institute, 2009.
- ◆ Member of the Saudi Telecommunications Society, 2007.
- ◆ Member of the Saudi Computer Society, 2003.

Personal Details

Nationality:	Saudi	Date of Birth:	2 nd May 1978
Place of residence:	Riyadh	Marital status:	Married
Visa Status:	Citizen	Number of Dependents:	5
Driving License:	Saudi Arabia	Languages	English & Arabic