



# Abdulkarim Jamil Zakaria

Project Manager, PMP®

## About me

A mature hard worker who love to do things right and looking for an opportunity to build up and enhance my professional skills in the management field in a reputed and dynamic organization that gives me the chance to evolve in a professional manner.

## Education

- Electrical Power Diploma. From Makah college of technology (2006-2009)  
GPA 3.9/5
- (PMP) Certified through Project Management Institute (PMI) (2019)  
certification number:2648316

## Skills & Abilities

Time Management	
Leadership	
Team Worker	
Creative thinker	
Problem Solving	

## Language

Arabic	★★★★★★
English	★★★★★

## Interest

Scuba Diving     
 Music     
 Reading

## Personal Information

Nationality : Saudi      Date of birth :1988/1/18  
 City of birth: Aleppo / Syria

## Contact

+966 505576542  
 Riyadh, Saudi Arabia  
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## Professional Experience

### Operation Manager @ Ezhalha App Co.

(May 2019 – Sep 2019 )

#### Responsibilities:

- Manage and Develop Ezhalha Departments
- Improve Ezhalha Customer experiences
- Develop and execute the strategy plan.
- Initiate and monitor each department KPI's.
- Assure Ezhalha growth revenues and app users

### Project Manager @ Sure International Co.

(2018 – 2019 )

#### Responsibilities:

- Develop Project Management Plan.
- Develop Project Schedule.
- Manage project meetings effectively.
- Build and maintain the project Forecast report.
- Utilize project resources.
- Report the project performance to stakeholders.
- Communicate with stakeholders on different manner and levels.
- Lead team members to success the project
- Improve team-member skills and performance.
- Maintain the project (Scope, Time and Budget).
- Deliver the objects on time.
- Deliver the specified objective as required.

### Store Manager @ Land Mark Arabia

( 2017 – 2018)

#### Responsibilities:

- Maintain great customer service.
- Hire and Recruit the team members.
- Build a good team environment.
- Maintain store consistently clean and well repaired.
- Achieve monthly target.
- Educate the team with the organizational standers.

### Project Manager @ (KACST) King Abdulaziz City for Science & Technology

( 2012 – 2017)

#### Responsibilities:

- Hire and Recruit the team members.
- Build a good team environment.
- Maintain the project (Scope, Time and Budget).
- Manage the communications among stakeholders.
- Educate the team with the organizational standers.