

Joud Alotaibi

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Project Coordinator | Projects Management

Project-focused, customer service-oriented leader. Proven ability to lead and motivate high-performance teams, consistently meeting critical requirements with strong analytical and troubleshooting skills. Coordinate work streams at the tactical level and execute with minimal direction while cultivating strong partnerships with cross-functional teams. Extensive expertise in leading and delivering cross-functional transformational solutions. Proven ability to navigate complex situations while prudently mitigating risks, identifying value creation opportunities, and building strategic partners. Seeking a role and a long-term opportunity to apply, develop and build upon skills gained. To expand the use of my productive background and leadership experience. My desire is to be a positive team player in a growing industry.

Core Competencies

- Project Management
- KPIs Implementation
- Risk Assessment
- Process Improvement
- Business Acumen
- Proficiency in SAP & Oracle
- Strong Leadership Abilities
- Effective Communication Skills
- Proficiency in MS Office

Professional Experience

Project Coordinator (2020 - Present)

Almajaal Company

Responsibilities:

- Coordinate projects across the company to determine project objectives and timetable and to ensure that all objectives are met within agreed timescales and budgets.
- Maintain regular contact with operational managers and external contractors to define the scope of projects and the resulting implementation plans.
- Define, in consultation with operational managers, the benefits, costs, key result areas and success criteria for defined projects.
- Prepare project budget based on scope of work and resource requirements.
- Track project costs in order to meet budget.
- Define project stages and the objectives and costs associated with each stage.
- Facilitate change requests to ensure that all parties are informed of the impacts on schedule and budget.
- Develop project tracking documentation and ensure it is kept up to date.
- Be responsible for ongoing project evaluation, ensuring our work is impactful.
- Maintain regular contact with contractors and suppliers to keep them aware of project developments and to seek feedback from them so that the company can effectively implement a program of continuous improvement.
- Assist in the administration of all personnel policies and procedures.
- Monitor and record absence levels in each department and provide statistical data to managers in relation to these.
- Review & send attendance transactions "in, out & current leaves balance" to employees in all sites.
- Conduct issuing for work permits.
- Work on Oracle System.
- Obtain customer acceptance of project deliverables.
- Manage customer satisfaction within the project transition period.
- Conduct post-project evaluation and identifying successful and unsuccessful project elements.
- Submit project deliverables and ensuring that they adhere to quality standards.
- Prepare status reports by gathering, analyzing, and summarizing relevant information.

Project Supervisor (2020 - 2021)

Almajaal Company

Responsibilities:

- Determine and define project scope and objectives.
- Direct numerous projects with an uncompromising sense of responsibility and achieved the corporate KPI's.
- Predict resources needed to reach projects objectives and manage resources in an effective and efficient manner.
- Maintain and monitor project plans, project schedules, work hours, budgets, and expenditures.
- Coordinate project management activities, resources, equipment and information.
- Break projects into doable actions and set timeframes.
- Liaise with clients to identify and define requirements, scope and objectives.
- Undertake project tasks as required.
- Ensure projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Create a project management calendar for fulfilling each goal and objective.
- Create and maintain comprehensive project documentation, plans and reports.
- Ensure standards and requirements are met through conducting quality assurance tests.
- Provide an advisory service to all employees and employee representatives on company employment policies and procedures.

Secretary (2018 - 2019)

KFMC

Responsibilities:

- Responsible for the administration /medical secretary function for the Hospital suites. To meet, greet and book in patients on the day of the clinic in an efficient manner.
- Anticipate the needs of hospital administration and act accordingly.
- Display exemplary customer service skills and help hospital patients, employees and visitors solve problems to the best of ability.
- Act in a manner that is consistent to the hospital's goals and values.
- Handle sensitive medical information with tact and common sense.
- Answer telephone calls in a polite, courteous and professional manner, taking messages or distributing calls as appropriate.
- Work closely with the hospital scheduling team and adhering always with the hospital booking policy to ensure that all patients are booked within the correct timeframe.
- Complete any medical reporting required after consultations have taken place in a timely manner and ensure copies are sent to the correct patients.
- Conduct sending and receiving for patients' medical reports externally and internally.
- Conduct Shredding for confidential files.
- Deal with any patient enquiries as they arise as promptly as possible.
- Maintain proper and efficient filing systems with staff personal documents. Keep the practice software updated at all times.
- Contribute to the goal of maintain cross-departmental harmony by being a team player and working with multiple departments to further the goals of the hospital.

Education

- Diploma in Business Management, Prince Sattam bin Abdul-Aziz University (2019).

Courses & Certificates

- C-KPI Professional.
- C- strategy and business planning professional.
- Risk Management: Insuring Against Risk.
- Modern Project Management- Quality, Risk, Procurement and Project Closeout.
- Understanding and implementing EMAS and EMS.
- ISO140001/2015.
- EMS14001/2015.

Projects

- AED Project.
- EDRMS program: publish new policies and procedures.

References can be provided if requested