

Sami Abdullah Al-Muhanna

Riyadh, Saudi Arabia.

Phone: 0561040014 \ Email: Salmuhanna@outlook.com



An Expert with an overall Administration Management background and Project Management, experienced in Board and Committees Governance, Expert in Government Protocols, policy, and procedures improvement & development.

EXPERIENCE

CEO Board & Committees Leader (Acting Manager)

RIYADH

AlUla Royal Commission. (www.RCU.Gov.sa).



Sept - 2022-Current

Responsibilities:

- lead and Manage and provide comprehensive view to the CEO on all board and committees and to facilitate the decisions and directives.
- lead and Manage and follow up on decisions and tasks of CEO's related to boards, committees, to ensure quality and control and progress Tracking.
- lead and Manage and establish the archiving system, Cloud, local for all critical and confidential documents for CEO's related boards, committees and councils following the criticality and confidentiality standards and guidelines.
- lead and Manage and work closely with stakeholders in all related CEO's boards, committees Affairs.
- lead and Manage and review and prepare periodic reports of All boards and committees' directive and resolutions statuses Deliverables.
- lead and Manage and work with relevant stakeholders in RCU for the automation of procedures for boards and committees Approvals.
- lead and Manage and established the governance structure model CEO Executive Office Board & committees' unit, in alignment with existing governance frameworks.
- lead and Manage and follow-up of the projects, special projects, scheduling Annual, Monthly, Weekly review of content Reports to CEO.

Board Secretary Leader

RIYADH/NEOM

May 2021 - 2022

NEOM Company. (www.NEOM.Com.sa).

- ❖ **Board Secretariat** of NEOM ZERO Chaired By HRH Crown Prince: Mohammed Bin Salman.
- ❖ **Board Secretariat** of Nature Reserve Chaired By HRH Crown Prince: Mohammed Bin Salman.
- ❖ **Board Secretariat** of NEOM Investment Fund Chaired By PIF CEO - H.E Mr. Yasir Bin Othman Al-Rummayan.
- ❖ **Board Secretariat** of NEOM Authority Chaired By Mr. Eng. Nadhmi Al-Nasar



NEOM

Responsibilities:

- Lead setups of Meetings with the Esteemed HRH's Chairmen H. E's, CEOs, Members of Boards, Founding Boards, committees, Subsidiaries, and Project managers dry runs preparation and workshops.
- Working closely with HRH crown prince Secretariat, H. E's, Gov representees, Point of Contact to such as and not limited to (government Entities and committees, the Council of Ministers, the Royal Court, CEDA, Minister's offices and Stakeholders.
- Consolidate MoM's, summarize, write direction & resolutions, highlight board concerns on MoM's for accuracy, and record.
- Audit, revise, and compare meeting recordings, videos, and presentations for an actual meaning and quality of MoM's.
- Follow-up on internal agenda, Resolutions & Directions executive reports reviews and update Directors & update the Chairman and Members.

Board Executive Secretary and Governance

RIYADH

Aug 2020

Responsibilities:

ROYAL COMMISSION OF RIYADH CITY (WWW.RCRC.GOV.SA).

- Follow-up Direction & Resolutions by the Royal Commission's Board, HRH the Crown Prince, submit updates to CEO.
- Comments and clarification requests, reports, and answer the questions of those concerned.
- Board meetings, executive committees, commissions, royal court, control of meeting observations, follow-up with members' coordinate and consolidate the observations, summarize and share MoM's, requests, and proposals with project managers and initiatives owners.
- Point of Contact to the Internal Departments and the External Entities such as and not limited to, government Entities and committees, the Council of Ministers, the Royal Court, the Commission of Experts, the High Committee for Economic Affairs.



الهيئة الملكية لمدينة الرياض
ROYAL COMMISSION FOR RIYADH CITY

Deputy Minister Office Manager.

RIYADH

MAY 2019

Project manager.

Ministry of Energy (www.meim.gov.sa).

وزارة الطاقة
MINISTRY OF ENERGY



Responsibilities:

Office Management:

- Managed and Communicated with the Minister's & H. E's and HRH's offices to set meetings, events.
- Coordinate administrative and logistics for the Deputyship preparation for board meetings and brief on meeting agenda and previous MoM's

Administration:

- Develop reports and presentations as required by the deputy minister to align with the ministry process and procedures.
- Managed the contract packages process and responded to all bidders' clarifications during the bidding stage to assure the efficiency and scope conformance to the overall project objectives

Project management:

- Implemented approved Ministry policies, provided instructions to subordinates, monitor adherence conducted in a controlled manner.
- Contributed to the identification of opportunities for continuous improvement of systems, considering leading practices, of business processes, cost reduction, and productivity improvement.
- Support in monitoring day-to-day activities to ensure compliance with stipulated policies and procedures.

Operations Support Specialist

RIYADH

May- 2018

KAPSARK (King Abdullah Petroleum Research Center).



EDUCATION & CERTIFICATE'S

- ❖ EC- San Francisco language center. Certificate English diploma. San Francisco, USA 2011.
- ❖ Arkansas Tech University, USA, - BA of Emergency Management & Criminal Justice from Jan 2013 – Jan 2016.
- ❖ TOFEL- overall 92. out of 120. Certificate. Qiyas. Riyadh Saudi Arabia 2019.
- ❖ Diploma of Administrative Leadership and Management. Graduation Date 2019.
- ❖ KPIS Certified Professional - The Performance Institute ID - C-KPIP-NIDL 2019.
- ❖ Law - Saudi Electronic University, Currently studying from 2022 – on Hold.

ESTABLISHMENTS

- ❖ Established the Governance Module for RCRC Board of Directors, Blessed by HRH Crown Prince Mohammed Bin Salman Approval.
- ❖ Establishment of Deputyship office & organizational Chart Development along with the RACI Matrix.
- ❖ Participated in the strategy Development Project of NIDL.

SKILLS & PROFESSIONAL COURSES.

- ❖ Agile Project Management.
- ❖ Boards of director Management.
- ❖ Protocols & Gov relations.
- ❖ Leadership Management.
- ❖ Organizational Development.
- ❖ Bilingual Communication verbal & writing.