

Wessam Mohammed Oteeda

Professional summary

Corporate Governance Specialist, with 10 years of experience in administration work, including 3 years of experience in Governance role, be recognized consistently for performance excellence and contributions to success, familiar with Companies laws of shareholder companies (listed & non-listed), achieved fulfilment of IPO readiness requirements.

Eagerness to contribute to team success through smart work, attention to detail, excellent organizational skills, and clear understanding.

Work history

11/2021 – present

Governance Specialist at Umm Al Qura Company for Development and Construction

- Arrange Board and committees' meetings, enhance and share materials
- Arrange General Assembly meetings, materials and Minutes of Meeting.
- Draft professional business letters, and formal email communication with Shareholders and Board of Directors Offices for Governance matters
- Review of Bylaws against updated laws and regulations
- Review of Governance Framework against updated laws and regulations
- Review of Delegation of Authority against updated laws and regulations
- Prepare Board and Committees' Resolution register and follow-up execution with respective Departments
- Draft official consultation letters and communicate with Lawyers offices for governance matters consultations
- Involved in preparation of Company's IPO readiness file

04/2021 – 11/2021

Corporate Governance Supervisor at Sukoon International Holding Company-International Extended Care Center Jeddah, KSA

- Draft professional business letters, and formal email communication with Shareholders and Board of Directors Offices

✉ wessam.oteeda@gmail.com

☎ +966 563030220

📍 Jeddah, KSA

Skills

- Organizational skills
- Clear oral/written communication
- Administrative support
- Excellent multi-tasking ability
- Office management
- Data collection
- Microsoft Office
- Corporate Communication
- Supervisory Skills
- Corporate Governance

Languages

- Fluent in Arabic
- Advanced in English

Education

2018

Cambridge Training College Britain United Kingdom, UK
Online Business Administration Diploma

- Awarded advanced training diploma online, 48 hours with excellent grade

2012

King Abdul-Aziz University Jeddah, Saudi Arabia

Bachelor's degree: Biochemistry

- Graduated with a 4.8 GPA out of 5

- Meet needs of Shareholders and Board of Directors Offices
- Arrange General Assembly meetings, recordings, and follow-up
- Arrange Board and committees' meetings, share materials, take meeting notes and prepare minutes.
- Follow-up meeting minutes resolutions
- Establish corporate governance manual
- Assist data collection and establish of risk management framework and risk register
- Official Communication with a corporate lawyer for active legal cases and legal consultations

05/2018 - 04/2021

CEO Office Manager at Sukoon International Holding Company - International Extended Care Center
Jeddah, KSA

- Managed employees in the CEO's office, supervised workers, and enhanced productivity and efficiency.
- Acted as the main point of contact for Shareholders and the Board of Director's office and addressing the queries.
- Arranged all Shareholders and Board of Directors meetings including meeting materials and meeting minutes.
- Maintained daily work of CEO office.

09/2015 - 05/2018

CMO Office Administrative Assistant at Sukoon International Holding Company - International Extended Care Center -
Jeddah, KSA

- Supported Chief Medical Officer in related administrative duties, enabling smooth-running processes across Medical departments.
- Effectively managed and successfully resolved patient inquiries, ensuring appropriate records were maintained and all relevant personnel were informed.

01/2015 - 07/2015

Executive Secretary at Medical Services Development Company
Jeddah, KSA

- Provided high-quality support to CEO, handled administrative matters including screening calls, managed schedules, and consistently maintained highest office efficiencies standards.
- Produced correspondence and performed word processing duties including compiling and preparing reports and presentations to reduce the CEO's workload.

Courses and certificates

1. 29 Oct 2020,
Managerial and Financial Training Center,
Corporate Governance Course, 10 hours online training course

2. 22 April 2012
Dar AlHekma University,
TOEFL iBT, 76 out of 120 test score

- Maintained databases and filing systems to ensure efficiency and ease of use.
- Assisted Human Resources in recruitment and governmental process

01/2013 - 12/2014

Team Secretary at Medical Expert Center

Jeddah, KSA

- Managed daily work of CEO office.
- Assisted operations manager with the planning of routine operations and special projects.
- Handled onboarding process for newly hired employees, including Job Offers and contacts.

06/2012 - 09/2012

Sales Representative at Link Dot Net, Dare'n'Deal Company

Jeddah, KSA

- Branded services through effective salesmanship and maintained long-term relationships with clients.
- Increased revenue by acquiring new customers and determining needs to offer relevant services.
- Achieved sales goals and service performance goals by cultivating and securing new customer relationships.