

# REFAN IBRAHIM ZAHRAN

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Experience spanning 15 years in executive and operational domains, with deep expertise throughout all operational/managerial aspects and a “year in, year out” proven track record of success across multitudes of technical and senior management realms.

Strategically minded problem solver and achievement-oriented team player with well demonstrated abilities to lead multiple initiatives and drive execution to successful conclusion in fast-paced professional environments.

Armed with excellent organization and communication skills to excel at leading teams and ensuring all projects are completed on schedule. Was responsible for managing financial/sustainability strategy for projects while directly liaising with stakeholders. Always looking to take on new challenges including managing multiple projects simultaneously and leading bigger teams.

## EXPERIENCE

**September 2017 – June 1, 2022**

Riyadh, Saudi Arabia

Prince Sultan Medical Military City

**Projects Manager (Projects Department)**

### Major Accomplishments

- Supervising Expansion of Emergency Room for Covid-19 (2019-2020).
- Supervising Renovation of IT Building (2019).
- Supervising Renovation and establishing a specialized pediatrics center (2018).
- Supervising and coordinating Renovating Royal Suits (2018).
- Supervising and coordinating in establishing New Emergency Building (2017-2018).
- Establishing projects policy and procedures (2017-2018)
- Establishing work methodology of action for projects.
- Coordinating between vendors and engineers and between vendors and end user.
- Creating and studying project deliverables as per each project's requirements.
- Projects risk analysis.
- Site location preparation for non-medical furnishing.
- Supervising project handover.

**May 2011- August 2017**

Riyadh, Saudi Arabia  
Prince Sultan Medical Military City

**Administrative (Human Resources Management)**

**Major Accomplishments**

- Conducting international and local recruitment interviews.
- Supervising and coordinating in building a new HR System.
- Coordinating with planning and studies on the hospital structure.
- Overseeing policy and procedure update.

**2010 -2011**

Riyadh, Saudi Arabia  
Samba Financial Group

**CO-OP Trainee - Riyadh, KSA)**

**2007-2008**

Riyadh, Saudi Arabia  
Retro Restaurant and SPA

**F&B and SPA Manager**

**2006-2007**

Riyadh, Saudi Arabia  
New Line, Kingdom Trading Company

**Sales associate, Manager**

**2005-2006**

Riyadh, Saudi Arabia  
Pink Diamonds Jewelry

**Sales associate**

**2004-2005**

Riyadh, Saudi Arabia  
Armed Forces Officers Club

**Administration & Educational Services**

**EDUCATION & TRAINING**

**NOV 2021**

**IMCT, DIPLOMA IN BUISNESS ADMINISTRATION CERTIFIED BUISNESS CONSULTANT IN PROJECT MANAGEMENT**

**AUG 2021**

**IMCT, DIPLOMA IN DIPLOMATIC AND POLITICAL RELATIONS AND INTERNATIONAL CONFLICTS**

**SEP 2020**

**PMP CERTIFICATION AS PROJECT MANAGEMENT PROFESSIONAL**

**MARCH 2015**

**HRS, CERTIFIED SPECIALIST, SAC TRAINING AND**

**CONSULTING 2007-2010**

**WOMEN INSTITUTE OF PUBLIC ADMINISTRATION EXECUTIVE SECRETARY DIPLOMA**

## **SIGNATURE STRENGTHS**

- Strategic Planning & Execution
- Operations Re-engineering
- Business development
- Stakeholders Positioning & Alignment
- Advanced Negotiation
- Multi-Sectoral Collaboration

**Projects and References will be provided upon request**