

MOHANNAD F. OTAIBI

Technology Enthusiast, Experience Advocate, Problem Solver and a Business Manager

Location Jeddah, Saudi Arabia

Date of Birth March 20, 1987

Marital Status Married

Email mohannad.otaibi@gmail.com

LinkedIn [@mohannadotaibi](#)

Mobile # [+966-545582222](tel:+966-545582222)

Summary:

Results-driven Contracts & Business Manager focused on enhancing stakeholder experience through technology and striving for excellence in business processes. Dedicated to using quality tools for governance and process management to achieve desired outcomes.

Full-time Experiences

Contracting Manager- Jeddah Central Development Company – Procurement Department - Jun 2022 – Present

Managing Contracting activities for a Mega-Project (PIF) Company. Key responsibilities include:

- Develop, review, and administrate procurement policies, charters, procedures, standard terms and conditions, functional reviews, tools, templates, and forms.
- Lead implementation and manage Enterprise Resource Planning (ERP) SAP S4Hana, SAP Ariba, and OpenText Electronic Content Management (ECM).
- Supplier Management & Prequalification.
- Administrate procurement quality and compliance programs leading audits and reviews.
- Assist Award Committee secretary including items reviews, directives tracking and applications.
- Develop/Revise procurement strategy, objectives, initiatives, and annual forecasts and plans, key performance indicators and reporting.

Contracts/Business Manager - Saudi Aramco – Gas Compression Projects Department - Apr 2018 – Jun 2022

Worked as a Contracts/Business Manager for a multi-billion-dollar capital programs/projects department, Key responsibilities include:

- Administrate contracts, subcontracts, change orders and amendments procurement. Including, initiation, development, execution, settlements, suppliers' evaluations, and contracts actions close-outs.
- Managed documentation for all contracting and budgeting actions, control logs and management reports.
- Reporting and Monitor contracts metrics (KPIs), schedules, budgets, deliverables, and milestones.
- Leading/Establishing compliance and quality programs (Operational Excellence) including reviews and assessments and capturing lessons learned.

Contracts Quality Officer - Saudi Aramco – Operational Excellence Department -

Aug 2019 – Jun 2022

Worked with corporate quality program governance focusing on contracting process. Key responsibilities include:

- Establish processes for contracting, Supplier management & Compliance review based on EFQM model
- Establish/conduct quality assessment/benchmarks on procurement processes and capture lessons learned.
- Act as subject-matter-expert (SME) for corporate procurement process quality programs.
- Plan/Conduct compliance reviews on contracts, change order, invoicing and administration and safety.

Assistant Contracts Manager - Saudi Aramco – Domestic JVs Department

Sep 2017 – Jul 2019

Key responsibilities:

- Develop, Procure and Manage Joint Venture Agreements/Contracts including engagement with Shareholders' Direct Employees.
- Develop financial positioning analysis/tracking for Shareholders and coordinating related management reports.
- Review Procurement and manage Contracts for Core Supplies for the JVs.
- Validate Vendors' Conflict of Interests and review upon new agreements or changes in ownerships

Procurement & Planning Analyst - Saudi Aramco – Information Technology

Sep 2016 – Sep 2017

Key Responsibilities:

- Annual Procurement, Budgeting, Human Resources planning and monitoring.
- Coordinate and manage IT Contracts development.
- Monitor contracting, budgeting, and planning actions through ERP (SAP).
- Review compliance on Contracts and budget consumption against policies, and procedures.

Memberships & Certification

Member Board of Directors

Jul 2021 – Present

Association of Advancement of Cost Engineers – Arabian Gulf Sector (AACE AGS)

Acting Member

May 2023 – Present

Customer Experience Association (CXA)

Certified Operational Excellence Assessor

Nov 2014

European Foundation Quality Management (EFQM)

Education

BS. Management Information Systems (3rd Honor)

Feb 2011

King Fahd University of Petroleum & Minerals - College of Industrial Management

Competencies & Skills

Applications

SAP S4Hana, SAP Ariba, Microsoft Office Suite (Advanced), Adobe Suite (Intermediate), Figma

Programming Languages

Java, PHP, C#, Visual Basic, Python, Javascript, HTML, CSS, Bash, Dart, SQL

Languages (Spoken & Written)

English / Arabic