

MOHANNAD F. OTAIBI

Sr. Contracts Manager, Technology Enthusiast, Experience Advocate and a Problem Solver

Location Jeddah, Saudi Arabia
Date of Birth March 20, 1987
Marital Status Married
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Summary:

Strategic and results-driven Senior Contracts & Business Manager with over 13 years of experience in Oil & Gas and Real Estate Development sectors. Committed to driving procurement excellence, innovation and enhancing stakeholders' experience. Expert in establishing governance, procedures, processes and systems optimized for continuous improvement. Certified operational excellence assessor (EFQM) skilled in leveraging technology to drive business improvement, reduce cost and increase operational effectiveness.

Full-time Experiences

Sr. Contracting Manager- Jeddah Central Development Company (PIF) – 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).
- Lead Supplier Management & Prequalification.
- Administrate procurement quality and compliance programs leading audits and reviews.
- Acting secretary for Service Award Committee conducting items reviews, directives/resolutions tracking and enforcement.
- 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.

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 Joint Ventures Manager - Saudi Aramco – Domestic JVs Department -

May 2013 – Apr 2014

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 -

Feb 2011 – May 2013

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), Saudi Arabia.

Certified Operational Excellence Assessor -

Nov 2014

European Foundation Quality Management (EFQM).

Education

BS. Management Information Systems (3rd Honor)

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

Feb 2011

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