

# MOHANNAD OTAIBI

Business administrator, problem solver, in love with change for better using technology.

**Location** Dhahran | Saudi Arabia  
**Born** March 20, 1987 | U.S.A.  
**Marital Status** Married  
**Email** [Mohannad.Otaibi@gmail.com](mailto:Mohannad.Otaibi@gmail.com)  
**Mobile#** +966545582222

## EXPERIENCE TIMELINE

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- Feb 2011 – Present**  
**SAUDI ARAMCO**
- Working as a Business Administrator for a unique accelerated projects program, managing human resources selection, recruitment, mobilizations, demobilizations and development, controlling and monitoring cost and budget, administrating invoicing, monitoring and reporting progress, administrating contracts, evaluations, changes and contractor's manpower levels, documentation, capturing innovation, technology usages and ensuring alignment with organizational strategies for **Hawiyah Unayzah Gas Reservoir Storage Program**.
  - Worked as an Operational Excellence Representative, establishing grounds for departmental operational excellence program, setting up teams, introducing quality concepts, distributing tasks, establishing tracking and monitoring methods, connecting team members with organization Subject Matter Experts, reporting and monitoring progress, conducting self-assessments and engaging employees in continuous improvement for **Gas Compression Projects Department**.
  - Worked as a Compliance Officer, planning reviews, supporting in establishing quality and compliance controls, reviewing organizational controls and conducting/administrating compliance reviews in **Management Compliance Division** of **Operational Excellence Department**.
  - Worked as an Operational Excellence Specialist, teaching quality concepts, supporting implementation of quality programs, conducting assessments and quality checks, providing consultations on IT related quality aspects in **Operational Excellence Department**.
  - Worked as a Business Analyst responsible for department's planning (Operating Plans & Budgeting) and Human Resources (Manpower Tracking & Training) function in **Operational Excellence Department**.
  - Worked as an Assistant Joint Venture Manager responsible for initiating agreements, board members' (de)briefings, financial positioning analysis/tracking and coordinating activities/meetings between Marafiq / SUMED / SATORP and Saudi Aramco in **Domestic Joint Ventures Department**.
    - Lead Domestic Joint Ventures Departments' Professional Development Program participants committee.

- Worked as a Professional Development / Training Advisor with Human Resources Group in **IT Admin Support Staff** on full-cycles of Human Resources development/management activities covering employees, sponsored students and interns gaining experience on Saudi Aramco's standards and procedures.
    - Represented IT Admin Support Staff PDPs in IT's PDP committee.
    - Used technology to help organizations automate and enhance some of the job's related tasks and to generate better reports after understanding business logic and management's needs.
- Feb 2010 – Aug 2010**  
**SAUDI ARAMCO**
- **Cooperative Training:** worked as a Business Analyst with Planning and Programs group in Information Technology on budgeting and accountability reports for IT.
    - Developed a web-based reporting system using ASP.net (C#).

## EDUCATION

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**2004 - 2011 B.S. Management Information Systems**  
College of Industrial Management | KFUPM | **GPA 3.09/4**

## COMPETENCIES

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**CERTIFICATES** Operational Excellence Assessor | QMS | 2014

**PROGRAMMING LANGUAGES** JAVA | C# | PHP | SQL | (Shell/Bash) Scripts | VB | Python | Perl | NodeJS

**CONCEPTS of INTEREST** Social Networking | Automation | Information Protection | Databases | Humans & IT | Business Intelligence | Usability and User-interface

**APPLICATIONS** Microsoft Office (Advanced) | Adobe Suite

**LANGUAGES** English | Arabic