

# MOHANNAD OTAIBI

Contracting Manager, problem solver, technology enthusiast.

**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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**June 2022 – Present**

**Jeddah Central  
Development Company  
(PIF)  
Procurement  
Department**

Working as a Contracting Manager for a Mega-Project to contribute to the materialization of one of the Kingdom's 2030 visions. Responsible for enhancing and monitoring the contracting process by establishing systems and controls, both IT and non-IT, to improve customer satisfaction (internal and external) by ensuring optimum results achievement from agreements.

My responsibilities include but are not limited to overseeing ERP implementation for Procurement Modules, supervising, and enhancing supplier journeys, maintaining, and controlling proper documentation, evaluating procedures and manuals, and spreading awareness of Procurement activities.

**Aug 2021– June 2022**

**SAUDI ARAMCO  
GAS COMPRESSION  
PROJECTS DEPARTMENT**

Worked as a Business Manager for a multi-billion-dollar capital programs/projects department. I managed and administrated organizational financial, human, and IT assets and resources, including planning, monitoring, and continuous reporting to management and control organizations.

My responsibilities in this position also included managing human resources selection, recruitment, mobilizations, demobilizations, development controlling/monitoring program budget, administrating installation of office IT infrastructure, governing data security and protection, ensuring proper dismantling of equipment and demobilization of assets, capturing lessons learned, best practices, innovative ideas, technology usages and ensuring alignment with organizational strategies.

**Jul 2019 – Aug 2021**

**SAUDI ARAMCO  
HAWIYAH UNAYZAH  
GAS RESERVOIR  
STORAGE PROGRAM**

Worked as a Business Administrator for a unique accelerated program, administrating and managing contracts development, procurement, execution, revisions, and amendments; including but not limited to administrating work element releases under Project Management Consultation contracts to support engineering of the program, development, award, and administration of site development contract and the international EPC contracts. I was also responsible for Administrating progress and invoice processing, controlling change orders initiation, coordination, agreement, and settlement, and finally, coordinating subcontracting plans, technical and financial evaluations, and approvals and

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coordinating regular performance evaluations of contractors and subcontractors, in addition to tracking and securing contractual deliverables and milestone achievements documentation.

My responsibilities in this position also included managing human resources selection, recruitment, mobilizations, demobilizations, development controlling/monitoring program budget, administrating installation of office IT infrastructure, governing data security and protection, ensuring proper dismantling of equipment and demobilization of assets, capturing lessons learned, best practices, innovative ideas, technology usages and ensuring alignment with organizational strategies.

**Sept 2017 – July 2019**

**SAUDI ARAMCO  
GAS COMPRESSION  
PROJECTS DEPARTMENT**

Worked as an Operational Excellence Specialist, establishing operational excellence program for the department, setting up teams, introducing quality concepts, establishing tracking and monitoring methods, tracking action items and tasks, connecting team members with organization Subject Matter Experts, reporting and monitoring progress, conducting self-assessments and engaging employees in continuous improvement activities.

**Sept 2016 – Sept 2017**

**SAUDI ARAMCO  
MANAGEMENT  
COMPLIANCE DIVISION**

Worked as a Compliance Officer, planning compliance reviews of project management contracts, establishing quality/compliance controls, checklists, and assessment methodologies, reviewing organizational rules and conducting/administrating compliance reviews across active projects.

**Apr 2014 – Sept 2016**

**SAUDI ARAMCO  
OPERATIONAL  
EXCELLENCE  
DEPARTMENT**

Worked as an Operational Excellence Specialist, rolling-out operational excellence programs and spreading awareness of the company's quality programs and tools. In addition, I worked on supporting the program's implementation, conducting assessments and quality checks, and providing consultations on implementation and governance.

I have worked as a Business Analyst, responsible for initiating and establishing the department's planning (Operating Plans & Budgeting), Human Resources (Manpower Tracking & Training), and IT functions.

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May 2013 – Apr 2014

**SAUDI ARAMCO**  
**DOMESTIC JOINT**  
**VENTURES**  
**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.

- Lead Domestic Joint Ventures Departments' Professional Development Program committee.

Feb 2011 – Apr 2013

**SAUDI ARAMCO**  
**IT ADMIN SUPPORT**  
**STAFF**

I have worked as a Professional Development / Training Advisor with Human Resources Group on complete 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 Professional Development Program committee.
- Used technology to help organizations automate and enhance job-related tasks and to generate better reports after understanding business logic and management's needs.

Feb 2010 – Aug 2010

**SAUDI ARAMCO**  
**IT ADMIN SUPPORT**  
**STAFF**

**Cooperative Training:** I worked as a Business Analyst with Planning and Programs group in Information Technology on budgeting and accountability reports for IT, where I developed a web-based reporting system using ASP.net (C#).

## PART-TIME & CONSULTATION

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JUL 2021– Present

**Association for the**  
**Advancement of Cost**  
**Engineering**  
**ARABIAN GULF SECTOR**

A Board Member of the Arabian Gulf Sector of AACE, managing and responsible for public relations, events and webinars coordination, subject matter experts scouting, overseeing and arranging pre-certification training, planning and identifying collaboration opportunities between the association branch and other technical associations and institutes acting in the region.

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## EDUCATION

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**2004 - 2011** **B.S. Management Information Systems**  
College of Industrial Management | KFUPM  
**GPA** 3.09/4 (Third Honor Degree)

## COMPETENCIES

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

**PROGRAMMING LANGUAGES & FRAMEWORKS** JAVA | C# | PHP | SQL | (Shell/Bash) Scripts | VB | Python | NodeJS, ExpressJS, VueJS, NuxtJs, Strapi, Firebase (Cloud Services)

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

**LANGUAGES** English | Arabic