

## **SUFYAN ALI**

Thuwal, Jeddah K.S.A

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### **Objective:**

With over nine years of experience as a Store Supervisor & Project Admin Assistant in the digital world, I believe I have what your company needs to exceed your clients' standards. While a detailed list of my work skills is attached in my resume, here are some duties I fulfilled as a Store Supervisor & Project Admin Assistant at Company

### **Responsibilities:**

- Coordinate internal resources and third parties/vendors for the flawless execution of projects.
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Ensure resource availability and allocation.
- Develop detailed project plans to monitor and track progress.
- Coordinated internal resources and third parties/vendors to ensure the flawless execution of projects.
- Ensured resource availability and allocation to meet project objectives.
- Created and maintained comprehensive project documentation for effective tracking and communication.
- Established and maintained strong relationships with third parties, vendors, and stakeholders.
- Managed project tasks by assigning responsibilities, communicating expected deliverables, and addressing bottlenecks.
- Facilitated project communication with internal and external parties to ensure seamless coordination.
- Delegated tasks based on the strengths, skills, and experience levels of junior team members.
- Monitored and facilitated change requests to assess their impact on schedules and budgets.
- Coordinated HR-related tasks, including preparing and verifying timesheets, managing vacation plans, and arranging travel tickets.
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques.
- Measure project performance using appropriate tools and techniques.
- Report and escalate to management as needed.
- Successfully manage the relationship with the client and all stakeholders.
- Perform risk management to minimize project risks.
- Establish and maintain relationships with third parties/vendors.
- Create and maintain comprehensive project documentation.
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project.
- Delegate project tasks based on junior staff members' individual strengths, skill sets, and

experience levels.

- Attend conferences and training as required to maintain proficiency.
- Perform other related duties as assigned.
- Develop spreadsheets, diagrams, and process maps to document needs.
- Maintain project timeframes, budgeting estimates, and status reports.
- Manage project tasks by assigning tasks, communicating expected deliverables, and addressing bottlenecks.
  
- Analyze project progress and, when necessary, adapt scope, timelines, and costs to ensure that the project team adheres to project requirements.
- Establish effective project communication plans and ensure their execution.
- Facilitate change requests to ensure that all parties are informed of the impacts on schedule and budget.
- Coordinate the development of user manuals, training materials, and other documents as needed to enable successful implementation and turnover of the process or system to the clients.
- Identify and develop new opportunities with clients.
- Obtain customer acceptance of project deliverables.
- Manage customer satisfaction within the project transition period.
- Conduct post-project evaluation and identify successful and unsuccessful project elements.
- Utilize industry best practices, techniques, and standards throughout entire project execution.
- Monitor progress and make adjustments as needed.
- Measure project performance to identify areas for improvement

### **Major Projects:**

Projects Worked in Saudi Arabia/ Rawabi Specialized Contracting Company / Rawabi Butee, Thuwal Jeddah, KSA.

### **Store Supervisor & Project Administrator.**

- King Adullah university of science and technology (KAUST)
- Petro refinery plant (Rabigh)
- Amala Airport (Dubai)
- NEOM (Sindallah island)
- Al Kattera, Dammam, Saudi Arabia

### **Project Worked in Pakistan**

- Habib Construction (Islamabad)
- Imarat Group of Companies (Islamabad)

**Career:**

- 2024, Jan – present  
Store Supervisor & Project Admin Assistant Rawabi Specialized, KSA
- 2022 – 2024 Jan  
Store Supervisor & Project Admin Assistant Rawabi Butec pvt Ltd
- 2020 – 2022 May  
Store In charge & Project Admin Officer Al Kattera
- 2018 – 2020  
Store In charge Habib Construction
- 2016 – 2018  
Store In charge Imarat Group.

**Core Skills**

- Inventory Control
- Basic Accounting
- Store Management
- Visual Merchandising
- Team Training
- Conflict Resolution

**Personal Details:**

Date Of Birth : 20/03/1995  
Nationality : Pakistan  
Marital Status : Married  
Driving License : Driving License Pakistan & Saudi