

ABDULAZIZ ALDALGAN

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OBJECTIVE

An ambitious and proactive professional with a passion for career excellence, dedicated to continuous self-development and lifelong learning. Driven to maximize contributions through innovative problem-solving, strategic thinking, and delivering exceptional results that align with organizational goals.

Skills

- Excellent Communication skills.
- Certified Project Management Professional.
- Certified International Supply Chain Professional
- Flexibility.
- Punctual.
- Strong work ethics.
- Teamwork spirit.
- Skilled in Microsoft office.
- Client & Stakeholder Engagement
- Adaptability & Continuous Learning
- Budgeting & Financial Management

WORK EXPERIENCE

Namaa world technology (Imam Abdulrahman bin Faisal University)

Project Manager in DICT

May 2020 - Present

- Execute project activities ,follow-up implementation and manage vendors and contractors to ensure the lead time of project deliverables.
- Coordinate the production of project plans for allocated bids.
- Work within governance frameworks, applying project management tools to maintain compliance.
- Prepare and maintain project documentation and contribute to monthly reviews.
- Ensure compliance with company policies while adopting a proactive approach to project challenges.
- Develop strong relationships with main contractor and subcontractors.
- Support the preparation of project contract status reports and opportunity Two-way communication through sharing of information as appropriate Adopt a flexible and creative approach to problem solving
- Monitor operational activities within the department function to ensure its compliance with the function's policies and procedures.
- Develop and maintain strong relationships with suppliers and contractor to ensure high quality of materials and on-time delivery.
- Prepare accurate and informative documentation, briefings and reports for senior management.
- Review , investigate and resolve compliance issues, including preparation and submission of reports to regulatory agencies.
- Secure acceptance and approval of deliverables and milestones from sponsor and stakeholders.
- Overcome obstacles for project team and create solutions to avoid cost overrun.
- Manage project issues, ensure they are assigned and addressed appropriately, escalate issues that cannot be resolve within project team.
- Provided regular status updates to senior management and clients.
- Update the project reporting system monthly and hold reviews with the project control management to ensure that the project is controlled appropriately.
- Release payments to sub-contractors once milestones or deliverable are met.

- Produce charts and dashboards to project and program managers to communicate them to senior management and customer.

Midis Group.

Sales Executive.

May 2018– April 2020

- Prepare quotations.
- Participate in developing sales and marketing.
- Participate in preparing bids documents.
- Work to get more clients.
- Participate in project management and logistics.

Sunset Beach Resort.

Member Relations Agent.

April 2017 – April 2018

- Participate in developing business.
- Responsible for the maintenance.
- Responsible for documenting members files and prepare the invoices.

Hamed Aldalgan Est.

Public Relation and Logistics

February 2016 – March 20

- Responsible for the public relations affairs.
- Observe, analyze and report the operational and management process.
- Prepare, Manage and control the operation of logistics.
- Participate in preparing quotations and invoices.

Saudi Basic Industries Company (SABIC)

COOP Training in Al-Bayroni one of SABIC Affiliates.

June 2014 – September 2014

EDUCATION

Bachelor of Manufacturing Engineering. Second honors

2022-2024

Dammam Technical College, Dammam, Saudi Arabia.

Advanced Diploma of Manufacturing Engineering.

2011- 2014

Jubail Industrial College, Jubail, Saudi Arabia.

Project Management Professional Certificate.

2023

PMP, PMI

International Supply Chain Professional

2025

CISCP, IPSCMI

Certificates

- Project Management Professional Certificate Course, completed 21 hour course. Doroob, Awarded September 2020.
- Microsoft Planner course, DICT Imam Abdulrahman bin Faisal University, Awarded July 2020.
- Successfully completed the Academic Preparation Course (Level 10) in English, Hansa Language Centre, Toronto Canada, January 2015 – August 2015.