

TURKI HAJJAD AL-SAFFAR

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PROFESSIONAL SUMMARY

Results-driven **Project Control Manager** with solid experience in **project planning, cost control, and performance management** within engineering and administrative environments. Skilled in optimizing project efficiency, coordinating multidisciplinary teams, and ensuring alignment with strategic objectives. Demonstrates strong leadership, analytical thinking, and adaptability to changing business needs while maintaining focus on quality and compliance.

CORE COMPETENCIES

- Project Planning & Scheduling | Budgeting & Cost Control | Performance Reporting (KPIs)
- Risk Management & Mitigation | Stakeholder & Team Coordination | Process Improvement
- SAP & MS Office Suite | Leadership & Communication | Strategic Planning & Decision Making

PROFESSIONAL EXPERIENCE

- **JOND – Project Control Manager | 09 / 2024 – Present**
 - Lead project control operations including scheduling, budgeting, and cost tracking to ensure progress aligns with objectives.
 - Develop and maintain project dashboards and KPIs for executive reporting.
 - Monitor resource allocation and risk management to enhance project efficiency and minimize delays.
 - Collaborate with Security Site Managers and Supervisors to resolve incidents and ensure workflow continuity.
- **Engineering Planning Company – Administrative Coordinator | 10 / 2023 – 08 / 2024**
 - Coordinated administrative activities at **King Khalid University (Abha)** using **SAP** systems
 - Managed scheduling, correspondence, and documentation to support smooth daily operations.
 - Ensured efficient information flow between teams and external stakeholders.
- **Alqarni Contracting Est. – Project Management Specialist | 11 / 2022 – 01 / 2023**
 - Planned, organized, and monitored construction projects to ensure timely completion and cost control.
 - Generated project progress reports and documentation for senior management.
- **Alkhebti Grand Hotel – Assistant Manager | 01 / 2021 – 12 / 2021**
 - Oversaw daily hotel operations, maintaining high service quality and guest satisfaction.
 - Assisted in budgeting, cost control, and operational improvement initiatives.

EDUCATION

- Master of Business Administration (MBA) – Project Management Bisha University | 2022
- Bachelor's Degree in Business Administration Bisha University | 2020

TRAINING & CERTIFICATIONS

- **Project & Risk Management:** Project Management Fundamentals | Risk Management | Strategies of Project Growth
- **Leadership & Business Development:** Fundamentals of Leadership | Commercial Excellence | Entrepreneurs & E-Commerce | Product Pricing Strategies
- **Operations & Administration:** Basics of Internal Revision | Inventory Control & Purchasing (Supply Chain) | Basics of Event Management

VOLUNTEER EXPERIENCE

- **Project Manager – Volunteer Initiatives**
 - Managed and supervised volunteer projects at **Bisha University** and **Bisha Municipality (Ministry of Human Resources)** under the **National Volunteer Platform**.
 - Contributed an average of **7 hours daily** to project planning, organization, and supervision.
 - Enhanced community engagement and improved project execution through strategic planning

LANGUAGES | Arabic | English