

# Mohammed Abdullah Alhumaidan

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## PROFESSIONAL SUMMARY

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As an adaptable and detail-oriented professional, I demonstrated the ability to coordinate projects, analyze data, and implement practical solutions that enhance organizational performance. I effectively collaborated across teams to ensure delivery quality, risk mitigation, and performance optimization. I remain committed to contributing to results-oriented organizations through efficient project execution and strategic data utilization. Holds a Project Management Professional (PMP) certification.

## EXPERIENCE

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### Alrajhi Bank | Saudi Arabia

Cooperative Training, Demand and Delivery Department | January 2023 – August 2023.

- Coordinated cross-functional meetings to ensure project timelines and milestones were 100% achieved.
- Executed system testing and validation, enhancing functionality and reducing technical errors by 10%.
- Streamlined documentation processes, achieving a 15% improvement in operational efficiency.
- Led software update deployments and monitored performance metrics to sustain system reliability.

### Sha'a Company 2025 – Present

#### Administrative supervisor | Project coordinator

- Monitor project progress and team performance.
- Provide updates to stakeholders.
- Coordinate project resources.
- Assist Project manager in developing proposals, reports, schedules, scope statements, and project plans.
- Daily reports.

## EDUCATION

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### Prince Sultan University | Saudi Arabia

Bachelor's Degree in Information Systems | 2023.

## CERTIFICATIONS AND COURSES

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- Project Management Professional (PMP) | Project Management Institute | 2025.
- Fullbridge Program | Applied Business and Technology Skills.

## SKILLS

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- Power BI.
- SQL.
- Microsoft Office Suite.
- Requirements Analysis.
- Data Modeling.
- Data Analysis.
- Stakeholder Management.
- Performance Monitoring.
- Risk Management.
- Creative Problem Solving.
- Decision Making.
- Team Leadership.

## LANGUAGES

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- Arabic.
- English.