

# MOHAMMED IDRIS MOHAMMED OSMAN

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## SUMMARY

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Experienced Business Development professional with a strong background in opportunities management, prequalification, registrations, Expression of Interest (EOI) handling, and project coordination across construction, infrastructure, railway, airports, and FM sectors. Skilled in evaluating opportunities pipeline, managing CRM systems, supporting executive management decisions, and preparing confidential documents. Strong experience in translation (Arabic–English), contract administration, and executive office support.

## PROFESSIONAL EXPERIENCE

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### **Safari Holding Company – Riyadh, Saudi Arabia**

#### **Supervisor, Business Development & Corporate Excellence**

**Jan 2025 – Dec 2025**

- Managed and evaluated new business opportunities across construction, building, facility management, events, landscaping, airports construction, operations and management sectors.
- Dealt with major clients including Cluster 2 Airports, Riyadh Airports, Aramco, Red Sea Global, NEOM, and various ministries and government entities overseeing national mega-projects such as Jizan Airport, Flow Metro, Riyadh Airport, KAFD, and others.
- Identified opportunities through Etimad, National Center for Privatization (NCP), and government tender's portals, ensuring accurate registrations, follow-up, and approvals within the CRM system.
- Supported executive management by analyzing new opportunities, preparing recommendations, and submitting detailed assessments for decision-making.
- Coordinated with internal teams to ensure all prequalification and EOI requirements were met according to client standards.

### **Al Al-Ayuni Investment & Contracting Company – Riyadh, Saudi Arabia**

#### **Opportunities Management Supervisor**

**Feb 2014 – Dec 2024**

- Managed registrations, EOI, Prequalification submissions, and studied all new opportunities received by the company across infrastructure, construction, transportation, and complex engineering sectors.
- Senior Coordinator in the Board of Directors Office, responsible for handling confidential documents, preparing reports, and executing board advisor tasks with direct communication to upper management.
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#### **Major railway and Infrastructure projects:**

##### **Saudi Langdridge Railway Network (Landbridge Project):**

- Multi-billion and the biggest infrastructure project in the Middle East connecting Arabian Gulf in the east with Red Sea in the west.
- Participated in design studies, coordination, communication with JV partners, and document translation.
- Supported the Joint Venture with China Civil Engineering Construction Corporation (CCECC).

##### **CTW400 Railway (Riyadh – Al Qassim) Project:**

- Multi-billion SAR railway line executed by Al-Ayuni, CCECC & Al Omair Consortium.
- Coordinated project documentation, interfacing agreements, and bilingual communications.
- Served as Senior Translator (Arabic ↔ English) for contracts, agreements, interfacing documents, and official correspondence with clients, JV partners, and government agencies.
- Managed interfacing agreements and acted as contract translator for engineering,

construction, and commercial documentation.

- Ensured accurate classification, submission, and approval of project-related documents within internal systems and client portals.

**Azem Business Group – Riyadh, Saudi Arabia**  
**Translator & General Secretary**

**Jan 2012 – Jan 2014**

- Handled all office tasks including procurement, official letters, contracts, agreements, and employee documentation.
- Managed accounting checks, payroll preparation, quotations, presentations, and client databases.
- Supervised branches' sales reports and coordinated administrative activities with the General Manager.
- Translator at Al Noor Institution – Sudan (2010–2011), responsible for academic and official document translation.

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**EDUCATION**

**Bachelor of Arts in Business Management**, University of Asmara, Eritrea

**2010**

**Diplomas & Certificates:**

- English Communication Diploma
- Electronic Accounting Diploma
- Computer Diploma
- Oracle Certificates
- Additional training and professional courses

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**SKILLS**

**Professional Skills**

- Business Development
- Opportunities Management
- Prequalification & Registration
- EOI & Tender Coordination
- Executive & Board Support
- Client Relationship Management
- Document Control & Reporting
- Contracts Management
- Translation (Arabic ⇔ English)

**Personal Skills**

- Decision-Making
- Problem Solving
- Communication & Teamwork
- Time Management
- Fast Adaptation
- High Confidentiality
- Work Discipline

**Technical Skills**

- Microsoft Office
- CRM Systems
- Etimad / Government Tender Portals
- Oracle Applications
- Data Entry & Organization
- Document Management Tools

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**LANGUAGES**

- Arabic: Native
- English: Professional Working Proficiency