

# Rand Abdullah Almojel

Riyadh, Saudi Arabia

0550222713 | Randddd2@hotmail.com

## Professional Summary

Dedicated Project Management and Operations Specialist with over 4 years of experience in Human Resources, Operations, and Internal Communication. Proven ability to lead and coordinate projects, streamline workflows, and enhance cross-departmental collaboration to achieve organizational objectives. Strong background in project planning, process improvement, and stakeholder communication. Committed to ensuring efficient execution of government and corporate projects with attention to compliance, quality, and timelines.

## Professional Experience

### **Project Operations Specialist** — Mawardi Al Riyada Company – Riyadh (Feb 2024 – Present)

- Oversee project operations, HR functions, and employee performance monitoring.
- Develop project schedules and ensure compliance with company policies.
- Coordinate between departments to ensure seamless project execution.
- Support performance reporting, cost control strategies, and process optimization.

### **Project Coordinator** — Sala Entertainment Company – Riyadh (Mar 2021 – Mar 2024)

- Coordinated multiple internal projects and communication initiatives.
- Maintained positive relations with stakeholders and VIP clients.
- Monitored project timelines, team performance, and workflow alignment.
- Supported continuous improvement and operational efficiency projects.

### **Assistant Manager – Internal Communication & Projects** — Sulaiman Al Habib Hospital – Riyadh (Jul 2020 – Jul 2024)

- Assisted in the implementation of internal communication and development projects.
- Supported interdepartmental coordination for project milestones.
- Prepared project reports, timelines, and tracking documentation.
- Enhanced collaboration through digital project management tools.

### **Assistant Purchasing Manager (Project Support)** — Mobily – Riyadh (2019)

- Managed procurement operations and vendor project coordination.
- Conducted market analysis and cost-saving initiatives.
- Prepared performance reports and ensured procurement compliance.

### **Marketing Project Executive** — Nine Cloud Marketing Company – Riyadh (Jun 2018 – Jun 2019)

- Supported the planning and execution of marketing projects and campaigns.
- Monitored project KPIs and evaluated return on investment.
- Coordinated with creative teams to ensure project deliverables were met.

## Education & Certifications

- Bachelor's Degree in Arabic Language – Imam Muhammad Bin Saud Islamic University, 2018
- Certificate in English Language – Gulf Training Center
- First Aid Certificate – Al-Azim International Company

- Professional Report Writing & Administrative Correspondence – Redna Training Center

### **Core Competencies**

- Project Management & Coordination
- Strategic Planning & Execution
- Process Improvement & Optimization
- Budgeting & Performance Analysis
- Stakeholder Communication
- Risk & Compliance Management
- Data Reporting & Documentation
- Microsoft Office & SAP Systems

### **Volunteering & Participation**

- Volunteer – King Abdullah Children’s Cancer Hospital
- Volunteer – Prince Sultan City, 21 hours of community service