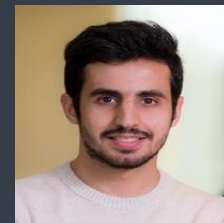


# Ahmed Alghaith

Corporate Affairs Manager



Enthusiastic PMO Assistant Manager eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of project planning and team management and overall project management.

## Education

**2014-01 - Bachelor of Science: Biomedical Sciences**

**2018-05**

*St. Norbert College - United States*

- Minored in Chemistry
- Minored in Business Administration

## Accomplishments

- Awarded Exemplary Leadership in 2015
- Dean's List Spring 2014

## Work History

**2021-01 – Corporate Affairs Manager**

**current**

*Arla Foods , Riyadh*

- Building the stakeholder mapping to ensure better stakeholder relationship
- Ensure corporate presence both physical and digitally
- Managing 13 depots across the kingdom including accommodations and government compliance

**2019-10 – PMO Assistant Manager**

**2020-12**

*Arla Foods , Riyadh*

- Developed and initiated company's projects, including managing costs, schedule and performance.
- Identified plans and resources required to meet project goals and objectives by setting realistic

## Contact

### Address

Riyadh

### Phone

058 131 2823

### E-mail

ahmedkalghaith@gmail.com

## Skills

Communication

Problem Solving

Team Management

Project planning and Development

Strategic Planning

## Software

MS Office



## Languages

Arabic



English



timelines and checkpoints.

- Managing the project team to come up with alternative ways to optimize the activities, which allows us to meet the deadlines.
- Orchestrating project within strict timeframe and budget constraint by solving complex problems and working closely with senior leaders.
- Driving team success through shared vision and recognition of quality performance.
- Arranging for and rolling out company projects and programs that support company's goals.
- Building a strong Project Management office to support all employees with their projects.
- Authored customized user manuals for specific system configurations, tailoring content to unique employee skill profiles.
- Evaluated suppliers by assessing quality, timeliness and compliance of deliveries to maintain tight cost controls and maximize business operational efficiency.
- Adjusted job assignments and schedules to keep pace with dynamic business needs, factoring in processes, employee knowledge and customer demands.

**2018-07 -  
2019-10**

## **Project Specialist**

*KING SALMAN INSTITUTE FOR STUDIES AND CONSULTING,  
Riyadh*

- Dealt and communicated with companies around the world and managed contracts with them (ex.
- McKinsey & Company, PWC, EY and KPMG).
- Working in the Vision Realization Office of the Ministry of Health to manage the companies and their contracts.
- Coordinated over 30 projects, for example:
  1. Improving performance, developing and implementation in over 13 hospitals
  2. The strategy of involving the private sector in the implementation of healthcare projects
  3. Standard form of medical transport in the Kingdom of Saudi Arabia
  4. Capacity building and activation of health

care offices.

- Coordinated with site personnel, clients and local government officials to ensure on-time project delivery.
- Reviewed all deliverables for each project and made sure it is meeting expectations
- Compiled daily field report, detailing all key activities and outlining project progress for stakeholders.

**2016-04 -  
2018-04**

## **Resident Assistant**

*St Norbert College, De Pere, Wisconsin*

- Mediated conflicts to resolution, using a variety of soft skills and QPR, Title IX and communication training.
- Collaborated with team of Resident Assistants in planning 5 programs per semester, which increased resident engagement by 60%.
- Awarded Semester Award for Top Resident Assistant out of 60 Resident Assistants.
- Counseled peers on career, academic and personal concerns.

## **Courses**

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- PMP course, July 2020
- Project Management Skills Course, November 2020
- Train the Trainer Course, December 2020