

SALEH ALARAIMI

PMO PROGRAM MANAGER



CONTACTS

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Al Shahama - Abu Dhabi
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SKILLS

MACHINE LEARNING

ANACONDA

TECHNOLOGY
ENGINEERING

ALGORITHM

DATA ANALYTICS

CLUSTERING

COMPUTER SCIENCE

R

Office 365

Project Management

PM Methodologies

Project Lifecycle

Project Planning

Project Execution

Project Control

Budget Management

ABOUT ME

With over 13 years of diverse experience in Project Management, CSR/SDGs, HR, Finance, and Sales, I am eager to contribute my extensive skills to a dynamic team. My strong knowledge across various sectors equips me to drive sustainable strategic goals while applying my learning effectively. I am passionate about making a meaningful impact and am committed to professionalism and collaboration in achieving success. I am looking for a suitable position where I can utilize my skills and abilities and put my learning into practice while achieving strategic goals sustainably. I possess good knowledge about various sectors, industries and organizations and I have more than 13 years of work experience with responsibilities and professionalism in Project Management, CSR/SDGs, HR, Finance, Sales, Project Management and Development.

WORK EXPERIENCE

Senior Project Management Officer, PMP, SAAED FOR TRAFFIC SYSTEMS LLC, Dubai
Jan 2010 - Present

Key responsibilities include planning and managing projects, developing project timelines, budgets, and scope, managing project teams, ensuring project quality and standards are met, and maintaining strong client relationship. Analyzing project data and performance indicators to ensure alignment with established plans, as well as diagnose and resolve impediments to project implementation. Selecting software and systems to meet business needs and applying best practices to operational requirements. Collaborating with internal and external stakeholders on joint projects, preparing feasibility studies, monitors project progress, and documents achievements. Researching modern technology solutions and assessing their feasibility to achieve desired outcomes. Presenting progress reports and recommendations to improve operations and assisting in archiving project management documents. Thinking innovatively to increase productivity and efficiency involves performing other duties as assigned. Managed and ensured policies and procedures comply with laws and best practices. Spearheaded community initiatives and integrating Corporate Social Responsibility into business processes. Improved the work environment through employee and customer satisfaction surveys and provides recommendations to relevant departments. Established strategic partnerships to address global challenges like climate change. Supporting and mentoring team members, conducting research, and implementing performance improvement plans. Managed image-building and advising on marketing plans and analyze and resolve quality and customer service problems and conduct programs to build competencies for target audiences. Ensured a safe and legal work environment and achieving financial objectives are also part of the role. Enforced quality and customer service standards to maintain quality service delivery.

Sales Executive, etisalat
Jul 2008 - Dec 2009

Increased revenue by implementing effective sales strategies in all aspects of sales cycle process from prospecting leads through close. Managed entire sales cycle across customer accounts; proposed and closed sales and achieved total revenue growth, and

Cost Estimation
Scheduling
Resource Management
Risk Analysis
Risk Management
Change Management

LANGUAGES

English
Arabic

PERSONAL DETAILS

Date of birth	12 Dec 1984
Nationality	Omani
Visa status	Approved
Marital status	Married

DRIVING LICENSE

Driving license category	UAE driving License
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profit and customer satisfaction plans. Studied sales opportunities and possible leads to exceed sales goals and increase profits.

EDUCATION

Master's Degree on Business Analytics, ABU DHABI SCHOOL OF MANAGEMENT, Abu Dhabi
2022
<p>The Master of Science in Business Analytics with Artificial Intelligence Management behind Artificial Intelligence (AI) and the metrics to measure success with an organization. This program covers Artificial Intelligence in various businesses contexts to leverage AI in current business practices</p> <ul style="list-style-type: none">• Mastered AI in business to drive impactful decision-making strategies.• Leveraged metrics to measure success and optimize organizational performance.• Applied AI insights across various business contexts for competitive advantage.• Achieved academic excellence with top grades in Business Analytics coursework.
Bachelor of Science in Banking & Finance (BSCBF), Emirates Institute for Banking and Financial Studies, Abu Dhabi
2020
<p>This program consists of in-depth study of the banking and financial system, which will provide a significant understanding of activities, theories, marketing, and policies within the industry.</p> <ul style="list-style-type: none">• Mastered comprehensive banking and finance principles for strategic insights.• Gained expertise in industry activities, marketing, and policy implementation.• Achieved top academic honors in BSc in Banking & Finance program.• Equipped with results-driven skills to excel in finance industry challenges.
Project Management Professional , Project Management Institute, Abu Dhabi
2023

is an internationally recognized professional designation offered by the Project Management Institute (PMI).
The Project Management Professional (PMP)® certification is a globally recognized project management certification that tests a candidate's ability to manage the people, processes, and business priorities of a professional project.31 Jul 2024