

Mohammad Saleem Ahmad Taha

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Senior Project Manager

Dedicated and multi-faceted professional with advanced analytical, reasoning and problem-solving skills, and offering over 13 years' insightful experience performing investigative research and analysis to address tactical and strategic business challenges. Adept in the field of **Project Management** since 6 years with core skills in managing IT & Non-IT Projects, CST Projects etc. Seeking an opportunity to leverage excellent project management, business analysis and data analytics skills and experience with a reputed organization to contribute to strategic business planning

Profile Summary

- Hands-on exposure in handling all phases of Project Cycle, right from requirement analysis, project scoping, planning & scheduling to the implementation of robust technology solutions within time, budget and quality.
- Proven ability to analyze requirements and the associated systems/applications to further translate business requirements into functional requirements
- Visionary leader, noted for sound, practical management style, and ability to lead high-performing technical and non-technical teams in various departments. Strong track record of developing top talent.
- Extensive experience serving as a liaison between business users and technical team to elicit, analyze, communicate, and validate requirements to understand business problems and opportunities in the context of requirements and recommend solutions that enable the organization to achieve its goals.
- Expert in furnishing business insights and analytics used to advance opportunity identification, process reengineering and facilitate corporate growth.
- Strong analytical and problem-solving skills coupled with thoroughness and attention to detail
- Skilled collaborator comfortable working across key functional business areas to deploy analytical insights around different functions.
- Adaptability of working independently as well as within cross-functional teams sharing common goals and objectives.
- Exceptional problem solver, with a logical, analytical and creative approach to problem-solving and a meticulous and organized approach to work.

Core Competencies

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| • Leadership & Team Building | • Project Management | • Client / Stakeholder Management |
| • Business/IT Analysis | • Issues And Crisis Management | • Event Management |
| • Requirements Gathering/Analysis | • Business Process Re-engineering | • Reporting & Documentation |
| • Business Consulting | • System/Services Support | • Business Process Mapping |

Professional Experience

Federal Authority For Government Human Resources (FAHR), Dubai, UAE (Mar 2017 – Present)

Senior Consultant - Human Resources Systems (Project Management Office)

Responsibilities:

- Manage departmental plans and projects related to the HR Management Information Systems (HRMIS) and Services for Federal Ministries and autonomous authorities such as Federal Authority for Government HR (FAHR) Smart App, Enterprise Project Management System (EPM), Enterprise Strategic, Business Intelligent (BI), BMC Service Desk Remedy, to serve more than 60,000 federal government employees.
- Collate, document, review and analyze client business requirements and advice clients on the adoption of industry-wide practices.
- Ensure that business requirements are effectively translated into detailed functional and technical specifications from which appropriate business systems can be implemented or existing systems enhanced.
- Lead, identify, communicate and advance internal process improvement suggestions/ initiatives.
- Evaluate business processes, anticipate requirements, uncover areas for improvement, and develop and implement solutions.
- Serve as the liaison between business units, technology teams and support teams; render support in implementation and maintenance of business application systems.
- Consistently focus on maintaining established client satisfaction rating for the services provided.

Petronas Carigali Iraq Holding B.V., Dubai, UAE (Dec 2011 - Feb 2017)

Head – Corporate Affairs (Dec 2012 - Feb 2017)

Executive - Performance & Reporting, Business Planning & Commercial Dept., Planning Unit (Dec 2011 – Dec 2012)

Highlight:

- Lead the Corporate Communications department to assure strong brand positioning through internal and external Stakeholders Management and Corporate Social Responsibility programs and raise the company's visibility in the Middle East region marketplace and manages its reputation amongst its key stakeholders using an integrated communication strategy.
- Successfully managed CSR projects related to the Corporate Affairs to develop the local communicates in the southern areas of Iraq with over USD 10 million allocated budget every year.

Responsibilities as Head – Corporate Affairs:

- Developed and maintained healthy stakeholder relationships; assisted business units to consult and engage stakeholders on relevant projects effectively.
- Manage, lead, and inspire a high-performing team, including establishing and communicating goals, hiring and/or developing staff, assigning areas of accountability, setting objectives, establishing priorities, and managing to success
- Ensured that stakeholders are recognised as partners in the development to achieve strategic goals.
- Led and managed stakeholder forums, meetings and special events.
- Networked and maintained healthy business relations with local government and media officials, policy makers, stakeholders and key decision makers.
- Managed stakeholder mapping, prepared communications to stakeholders and responded to stakeholder enquiries.
- Provided expert advice and recommendations on stakeholder engagement matters to influence organizational strategy, decisions and initiatives.
- Advised senior management on issues and/or risks to stakeholder relationships; managed the measurement of stakeholder satisfaction with the scheme.
- Planning and organizing regional brand or corporate events in line with Company values and guidelines

Responsibilities as Executive - Performance & Reporting:

- Focused on achieving regional business targets through detailed assessment of performance gap and variance.
- Managed Joint Venture (JV) performance review with respective parties including development of action plans to identify critical issues with their potential impact on the business plan.
- Led business improvement initiatives through situational analysis and benchmarking to ensure consistency and achieve business objectives.
- Supported Regional Operation Head in the implementation of Performance Management by defining KPIs and consolidating plans & updates using appropriate planning tools and methodologies.
- Maintained regional performance reporting database in order to enhance regional performance tracking mechanism and ensure system effectiveness.
- Conducted root cause analysis of performance data periodically as a basis for the development of improvements and to measure the success of initiatives.
- Liaised with cross departmental heads and senior personnel within departments with regards to performance and reporting requirements.

Dubai Municipality, Dubai, UAE (Jul 2007 – Dec 2011)

IT Consultant

Career Progression:

- Business Analyst - e-Transformation Section, Strategic Planning & Innovation Unit (Aug 2010 - Dec 2011)
- Sr. Building System Analyst - Building Dept., Prequalification & Building Studies Section, Support Unit (Aug 2008 - Jul 2010)
- Business Support Engineer - e-Government Services Section, Support Unit (Jul 2007 - Jul 2008)

Responsibilities as Business Analyst:

- Gathered business data and elicited business requirements in order to design new systems.
- Instrumental in setting up the permit department in Dubai Municipality based on Siebel.
- Conducted feasibility study and prepared business cases for new systems/e-services.
- Evaluated information gathered from different sources and decomposed high-level information into details.
- Ensure that business requirements are effectively translated into detailed functional and technical specifications from which appropriate business systems can be implemented or existing systems enhanced.
- Planned future phases of e-Government initiatives related to new service and delivery channels.
- Collaborated with Development and e-Government Sections for IT projects and liaised with external software vendors and IT consultants for outsourced projects.
- Reviewed Project Overview Statement POS, identified project priority with Portfolio Management and scheduled project implementation with PMO.
- Set up and ensured communication among organisation systems and applications.

Responsibilities as Business Support Engineer:

- Rendered technical support for 170 online Services, generated reports and ensured prompt resolution of user issues.
- Researched, diagnosed, troubleshoot and identified solutions to resolve system/service related technical issues.

- Enhanced customer satisfaction by providing quality service and resolving critical/escalated technical issues on time.
- Conducted training sessions for internal users to train them on new e-services deployed in the organization.
- Liaised with vendors with regards to the upcoming new projects in the Support Unit.
- Efficiently handled online transformation project of the e-Government Section.
- Maintained detailed reports listing requests to technical assistance, steps taken to resolve them, and the specific individuals involved.

Previous Assignment

- Web Developer, Sisasoftware Integrated Solutions Company, Amman, Jordan (Jul 2006 - Jun 2007)

Education

- Master's Degree in Information Technology Management, University of Wollongong, Dubai, UAE (2010)
- B Sc. (Computer Science), Mutah University, Jordan (2006)

Professional Development

- Microsoft Certified Professional (MCP) in Developing Microsoft ASP.NET Web Applications Using Visual Studio.NET
- Certified Business Analyst Professional (CBAP) Certificate
- Microsoft EPM 2010 Portfolio Management and Business Analysts Training
- Siebel 8.0 Essentials Ed1 Certificate from Oracle University (20 Sep 2011 Until 28th Sep 2011)
- Oracle Course
- IT - Web Development Training
- Introduction to Visual Basic.Net Programming
- Many Oil & Gas Conferences and Seminars in Malaysia and Iraq

Personal Details

- Nationality: Jordanian
- Date of Birth: 24th Oct 1984
- Marital Status: Married
- Languages: English and Arabic