

NASSER F. ALOTAIBI, PMP®

Project Manager | Cultural Programs Leader | Government & Stakeholder Engagement |
Operational Execution Expert

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SUMMARY

Certified Project Manager (PMP®) with over 5 years of experience leading diverse projects in cultural, operational, and engineering environments. Proven ability to manage multi-phase programs, coordinate cross-functional teams, and drive results through effective planning, budgeting, and stakeholder collaboration. Skilled in aligning execution with organizational goals in both public and private sector contexts.

PROFESSIONAL SKILLS

- Strategic Execution
- Policy Alignment
- Cross-sector Collaboration
- Performance Monitoring
- Budget Oversight
- Resource Allocation
- Project Planning
- Risk Management
- Budgeting & Cost Control
- Resource Scheduling
- MS Project / Office Suite
- Process Optimization
- Stakeholder Coordination
- Leadership
- Communication
- Team Management
- Problem Solving
- Adaptability

EDUCATION

Bachelor of Science in Mechanical Engineering

August 2018

- Prince Mohammad Bin Fahd University – Saudi Arabia

PROFESSIONAL EXPERIENCE

Project Manager

Oct 2022 – Present

National TalentS Co. – Dammam, Saudi Arabia

- Project Leadership & Execution**
 - Led the complete project lifecycle of the Artisan House initiative across multiple regions, overseeing all phases from concept development to implementation and closure. Ensured activities were aligned with national program objectives and strategic priorities.
- Scope, Budget & Risk Oversight**
 - Defined project scopes and timelines, created detailed work plans, and managed budgets in line with resource availability. Applied risk assessment methods to proactively identify and resolve potential bottlenecks affecting project flow.
- Stakeholder Engagement & Coordination**
 - Served as the main liaison with government stakeholders, including the Heritage Commission and Ministry of Culture. Maintained ongoing alignment with regulatory requirements and adapted execution plans to suit evolving policy directions and regional needs.
- Operational Planning & Performance Oversight**
 - Developed structured operational workflows to track project progress, monitor deliverables, and support internal reporting. Introduced improvements that enhanced coordination across workstreams and supported smoother implementation on the ground.
- Team Leadership & Vendor Management**
 - Directed internal teams and supervised third-party service providers to ensure delivery quality and consistency across diverse regions. Oversaw logistics planning, resource allocation, and coordination with field teams to meet program goals.

Operation Engineer

May 2022 – Oct 2022

National Care Co. – Riyadh, Saudi Arabia

- Process Optimization & Efficiency Gains**
 - Assessed and restructured key operational workflows within healthcare service delivery to identify inefficiencies and streamline processes. Contributed to an estimated 30% reduction in execution time by applying structured process improvement methodologies and lean operational principles.
- Problem Resolution & Continuous Improvement**
 - Diagnosed systemic bottlenecks and implemented targeted solutions, enhancing both equipment utilization and interdepartmental coordination. Supported the development of scalable models later adapted to cultural and community projects for operational efficiency.
- Technical Layout & Workflow Design**
 - Designed detailed layouts for technical workflows and equipment setups, aligning engineering plans with safety standards and institutional requirements. These analytical and planning skills were foundational in later cultural project logistics and site activation strategies.

Project Interface Engineer

Aug 2019 – Dec 2021

Tekfen Construction & Installation – Saudi Arabia

- **Cross-Disciplinary Interface Management**
 - Oversaw Engineering, Procurement, Construction, and Commissioning (EPCC) interfaces across large-scale infrastructure projects. Ensured alignment of design, logistics, and execution among all stakeholders—experience later applied to managing multi-stakeholder cultural programs in government contexts.
- **Stakeholder Coordination & Issue Resolution**
 - Served as the primary point of contact between the EPC contractor and the client company, resolving cross-functional interface issues (technical, organizational, and logistical) to prevent delays and ensure on-time project delivery—critical to multi-phase program execution in cultural initiatives.
- **Detailed Design & Procurement Integration**
 - Coordinated the execution of detailed design reviews and procurement workflows to ensure seamless alignment with construction timelines. This experience built the foundation for your later success in developing structured operational models for community and cultural programs with measurable outcomes.

Process Engineer (Trainee)

June 2018 – Aug 2018

Saudi Aramco – Ju'aymah NGL Fractionation Plant – Saudi Arabia

- **System Optimization & Performance Analysis**
 - Collaborated with senior engineers to analyze plant systems for operational efficiency, implementing recommendations to enhance energy savings and increase throughput—laying the groundwork for later process optimization in cultural program execution.
- **Data-Driven Evaluation & Reporting**
 - Conducted technical evaluations and developed analytical reports on system performance and energy utilization, reinforcing strong data interpretation skills essential for tracking KPIs in program management environments.

CERTIFICATIONS & COURSES

- **Certified Project Management Professional (PMP®)**
 - Project Management Institute (PMI)
- **PMP® Certification Course Training**
 - PM TRICKS (35 PDUs)
- **Project Scope Management**
 - Dorooob (2 hours)

MEMBERSHIPS

- Member of Management of ASME chapter in Prince Mohammad University (PMU)
- Member of Saudi Council Engineers (SCE)

KEY PROJECTS

House of Artisans Initiative – Yanbu, Qassim & Jeddah Park Editions

Client: Heritage Commission – Ministry of Culture

Role: Lead Project Manager

Duration: 2022 – Present

Directed end-to-end planning and execution of multiple editions across key regions, showcasing traditional Saudi crafts and supporting artisan engagement.

Managed large-scale operations involving over 60 artisans per edition, attracting 1,000+ visitors with 90%+ satisfaction rates.

Implemented streamlined operational workflows, resulting in a 30% reduction in execution time without compromising program quality.

The Little Explorer – Children's Archaeology Awareness Program

Client: Heritage Commission – Ministry of Culture

Role: Project Manager

Duration: 2023 – 2024

Conceptualized and led the national pilot program designed to introduce children to Saudi Arabia's archaeological heritage through immersive, age-appropriate learning experiences.

Delivered a culturally rich and educational initiative that combined interactivity, storytelling, and engagement.

Achieved high community response and institutional support; recognized as a scalable and replicable model for early heritage education.

LANGUAGES

- English
- Arabic