

MOHAMMED ALHUZAIMY

Bachelor of Business Administration – Economics.



General Information:

Full Name: Mohammed Alaa Mohammed AlHuzaimy.

Date of Birth: 02 November 1988.

Marital Status: Single.

Nationality: Saudi.

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Objective:

My Objective is to continue my career within a reputable and powerful working organization that has the ability to develop its employees, to achieve more experience and skills. Through my previous degree, courses, and experiences, I hope to practice my obtained knowledge in realist work.

Education:

- **June 2014**
Bachelor of Business Administration – Economics, from King Saud University – Riyadh, KSA.

Experience:

- **May 2022 – Present**
Project Management Officer - MiS Financial Advisors.
Responsibilities:
 - Developing Project Management Plans.
 - Mapping Project process requirements.
 - Project planning, execution, control, and closure, on time and within budget.
 - Customer interaction during the complete life cycle – pre-start, bidding and proposal phase, contracting phase, project execution, and control.
 - Identify risk areas in projects, and implement solutions to manage risks and meet client and contract requirements.
 - Client management and business continuity.
 - Team building and leading resources to achieve objectives and targets.
- **February 2019 – March 2020**
Sales Executive – Argaam Investment Co.
Responsibilities:
 - Visit serval industries conventions and events to demonstrate the company's products and services. Build new leads and broaden the company's clients base.
 - Identify potential clients for the company's products and services. Follow up leads and arrange visits.
 - Understand client needs and concerns and provide potential solutions. Demonstrate, explain, and sell the company's products and services. Work with the company's technical teams to provide tailored product or service solutions.
 - Maintain relationships with existing clients. Follow up with them to address concerns and identify the potential for further cross-selling or up-selling.
 - Visit existing and new clients such as financial professionals, investors, and supporting staff.

- **April 2016 – February 2019**

Franchise Partner – Unicity International Inc.

Responsibilities:

- Monitor the performance of the franchisees. Analyse budgets, sales and performance indicators.
- Manage and solve franchisees' and customers' complaints and potential conflicts after escalation to the manager level.
- Develop expansion plans based on market data and future expansion and retraction options.
- Acquire new franchisees to expand the business. Provide guidance and information on policies, procedures, standards, and objectives to new franchisees.
- Ensure franchisees' compliance with relevant codes and regulations and brand conditions.
- Manage the daily operations of the franchising department of the organisation. Ensure optimal allocation of resources and oversee staff planning and training.

- **October 2014 – September 2017**

Client Services Representative in Global Liquidity and Cash Management Department - Saudi British Bank (SABB).

Responsibilities:

- Propose changes to communications, policies and procedures and other corrective measures to pre-empt client inquiries or complaints. Assist with their implementation.
- Answer client questions and inquiries. Advise clients on the organisation's products and services, processes, and other client related topics.
- Resolve client incidents or complaints. Negotiate resolution for straightforward issues and escalate more complex issues to the complaints officer. Coordinate with sales, technical or other functions.
- Conduct visits to clients to promote sales, answer questions and resolve issues in person.
- Report on received inquiries and complaints. Identify recurring questions or issues and any trends.

Training Courses & Licenses:

- **August 2023**

Chartered Financial Analyst (CFA) Level 1 – from CFA Institute.

- **March 2022**

International Certificate in Wealth and Investment Management (CME4) – from Capital Market Authority – Riyadh, KSA.

- **February 2022**

Project Management Professional (PMP) – from PMI.org

- **November 2021**

General Securities Qualification (CME1) – from Capital Market Authority – Riyadh, KSA.

- **September 2021**

Standardized Test for English Proficiency (STEP) – from Education and Training Evaluation Commission (ETEC) – Riyadh, KSA.

- **May 2019**

Landmark Forum (Personal and professional growth development, 5 Days) – from Landmark Worldwide Co. – London, GB.

Skills:

- **Language Skills**

- Excellent written and spoken Arabic language.
- Excellent written and spoken English language.

- **Computer Skills**

- Working with Microsoft Office - Expert level.
- Working with computers in general - Expert level.

- **Other Skills**

- Communication and Interpersonal skills.
- Presentation skills.

References:

References available upon request.