

# NOORAN MOHAMMED IBRAHIM

## Project Management | CMI Management & Leadership

📞 973 38310979 ✉ nooranibrahim10@gmail.com 📍 Bahrain

### SUMMARY

Detail-oriented Project Specialist with 4 years of experience managing national initiative projects. Keen on delivering projects within scope, time, and budget. Dedicated to continuous learning and professional growth in the line of projects and strategic planning.

Work Authorisation: sponsorship required

Citizenship: non Bahraini

### EXPERIENCE

#### Project Specialist

##### ThinkSmart for Development & Training

📅 09/2022 Present 📍 Bahrain

- Managed development of project plans, schedules, and budgets resulting in a 40% increase in operational efficiency.
- Created and maintained comprehensive project documentation, plans, and reports.
- Coordinated with both local and international leaders to ensure project alignment with business objectives and leading to project success.
- Developing strategies to enhance project continuity while factoring the potential project risks (risk assessment reports).
- Oversaw 400 program candidates (from initial registration to ongoing support).
- Presented multiple reports and program presentations to relevant stakeholders.

#### Data & Projects Intern

##### Daleel App

📅 05/2022 09/2022 📍 Bahrain

- Developed & maintained databases to ensure the tracking of the app development process.
- Collected data from several banks for data verification purposes.
- Prepared pitch presentations and client proposals.
- Prepared product research and translation works.

#### Programs Intern

##### Bahrain Institute of Banking & Finance (BIBF)

📅 01/2022 05/2022 📍 Bahrain

- Managed & Maintained student records for Higher Education Council purposes in line with the correct HEC documentation process.
- Served as point of communication for clients and potential candidates.
- Handled events in liaison with the marketing department.

#### Operations Officer

##### Tariq Ishaq Alkoheji & Sons Co

📅 08/2021 12/2021 📍 Bahrain

- Oversaw all projects' budgets and operational procedures.
- Developed concept plans and maintaining documents to ensure all policies are being followed.
- Served as point of communication between the board of directors and the team divisions.

#### Global Fintech Intern

##### Centre for Finance, Technology, Entrepreneurship

📅 12/2020 03/2021 📍 London, United Kingdom

- Led a team to ensure success of analysis preparation.
- Prepared presentations and research analysis in relevance to the Fintech industry.
- Communicated and consulted with international companies and mentors to recommend global solutions.

### EDUCATION

#### Bachelor of Science in Business Management with Finance

##### University of Brighton

📅 2020 📍 Brighton, United Kingdom

#### International Baccalaureate & American Diploma

##### Modern Knowledge Schools

📅 2017 📍 Bahrain

### SKILLS

Project Management CRM

Process Implementation

Event Management Teamwork

Strategic Planning Microsoft Office Tools

### CERTIFICATIONS & ACHIEVEMENTS

#### Level 5 CMI Management & Leadership

Chartered Management Institute

#### Protocol Assistant for the Bahrain Asian Youth Games

3rd Asian Youth Games

#### Audit Witness for Bahrain Guinness World Record Achievement

Bahrain Royal Guard and Guinness World Records

#### Mastering Sales Excellence

ProMax Training

### LANGUAGES

#### Arabic

Native



#### English

Proficient

