

# Osama Mohammad Khan

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## **CURRENT POSITION** (Sept 2016 – Present)

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Working as a Project Manager\Associate Consultant at E Society Company W.L.L, a multi-national Management Consulting and Business Solutions company between Saudi Arabia and Bahrain.

### **Job Responsibilities:**

#### **Startups and SME Business Consultation:**

- Engaged with entrepreneurs and business owners in different areas and functions, such as strategy, communication, risk management, financial modelling and business growth research.
- Business analysis and data gathering sessions with business owners and entrepreneurs to understand their business.
- Organizing and conducting workshops to help startups sustain, maintain, and grow their businesses.
- Executing business optimization programs on SMEs and running businesses to increase their overall business performance and efficiency.
- Sessions with business and technical stakeholders to draft process workflows and engineer out the optimized model for their businesses.
- Defining job descriptions and re-designing organization structure for optimized business performance.
- Follow ups with clients to ensure the right implementation of suggested solutions.
- Preparing business proposals, presentations, and pitch decks for SaaS products.
- Interactive meetings with clients on businesses development and growth planning in line with Vision 2030.

#### **Project Management:**

- Managing a team of 5 software developers. (2 senior and 3 junior)
- Setting up meetings with key decision makers and clients to draft out the scope of requirement.
- Evaluate project scope based on available resources, tools and constraints.
- Preparing detailed project proposals with development timeline and cost estimation factoring in developer dwell time, testing sprints and quality assurance cycles.
- Managing and providing the right support and resources to the team during the execution of the project to ensure on time completion of the project.

#### **Sales & Marketing:**

- Calling and visiting potential clients to introduce business services and digital products.
- Using SEO's, keywords and optimized metadata to maximize online presence.
- Finding and meeting new clients through telemarketing, networking events, and sales databased management.
- Collaboration with the higher management to expand company's market reach and online presence.
- Assisted in conversion process for new clients.
- Exhibition Booth reservations, payments, layout arrangement and communication with the event organizers.
- Managing and updating client's information and contacts database.

#### **General Administration & Accounting:**

- Performance evaluation of subordinates.
- Assigning KPI's to subordinates.
- Calculating monthly business expenses and profits.
- Issuing and transferring monthly salaries from company account.
- Issuing of invoices and receipts
- Tracking receivables.
- Managing vacation records
- Interviews and Hiring

Major clients I have worked with:



Participated and Exhibited at:



## EDUCATION



### Currently enrolled

- Sustainable Business Strategy at Harvard Business School (*HBX*) (Nov 2018 – Feb 2019)
- Certified Associate Project Management (*CAPM*) at Project Management Institute (*PMI*) (Sept 2018 – May 2019)



### Logistics and Supply Chain Management Certificate University of Waterloo, Waterloo, Ontario, Canada

(Aug 2016 – May 2017)

- Supply Chain Management Fundamentals
- Distribution and Logistics Management
- Purchasing Fundamentals



### Bachelors of Science in Controls & Instrumentation System Engineering King Fahd University of Petroleum and Minerals (*KFUPM*), Dhahran, Saudi Arabia

(Feb 2011 – May 2016)

- Clear understanding of PLC programming (Allen Bradley and Siemens), compiling and execution of the code to run a system of multiple sequential conveyors and actuators.
- Programmed and assembled a small robot to decide actions on the basis of the colors detected in its front.
- Acquired knowledge to analyze the thermodynamics of a defined system/engine.
- Gained experience in lab on PID controller tunings.

## SKILLS SUMMARY

- Excellent time management and organization skills.
- Proven ability to understand, identify, analyze, and solve problems.
- Expert knowledge to work as an independent or as a part of team.
- Professional computer skills in MS Word, Excel, PowerPoint, Adobe Photoshop and Adobe Illustrator.
- Sound understanding of business analysis strategies.
- Tasks distribution and team management.

## **SHORT COURSES AND TRAININGS**

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King Fahd University of Petroleum and Minerals (KFUPM), Dhahran, Saudi Arabia

- Trained and certified on “National Instruments LABVIEW”, SCADA and HMI development software.
- Short Course in Supply Chain Management.
- Short Course in Industrial Safety.
- Short Course in Environment and Sustainable Development.
- Trained and Certified SAP User.

## **WORK EXPERIENCE**

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- Working at a multinational business and management solutions company since 2 years as a Project Manager and Associate Consultant between Saudi Arabia and Bahrain. Consulted over 135 Startups and SME businesses over the course of past 2 years. In parallel, managing a team of 5 software developers to build SaaS software projects on Web, Android and iOS platforms.
- Trained for 7 months in Supply Chain and Industrial Health, Safety & Environment (HSE) at Binzagr Unilever Home and Personal Care factory in Jeddah, Saudi Arabia.

## **MENTORSHIP**

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Business and Management Consulting mentor as a team for Startups and SMEs at:

- Entrepreneurship Institute in King Fahd University of Petroleum and Minerals (KFUPM) – Dhahran, Saudi Arabia
- Badir Program for Technology Incubator – Dammam, Saudi Arabia
- Rowad – Diplomatic Area, Bahrain
- Corporate Hub 9 – Muharraq, Bahrain

## **ACHIEVEMENTS AND CERTIFICATES**

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### **Honors/Awards**

- Received acknowledgement on behalf of E Society Company from Bahrain Economic Development Board (EDB) for remarkable contributions and investment in Bahrain economy in 2017.
- Certificate from Saudi Government Municipality for working as an organizer with ‘Givinghands’ at "Al-Khobar Festival 2015 and 2016" managing 280 volunteers and about 400,000+ visitors.
- Certificate on completion of 6 hours of workshops on Electronics + Arduino and 3D Printing at FABLAB Dhahran.
- Certificate from Unilever-KSA on successful completion of 7-Months COOP training in Supply Chain department.
- Certificate of appreciation from Unilever-KSA as per outstanding performance in improving HSE KPIs during training.
- Letter of appreciation from Unilever Arabia corporate manager for delivering projects and achieving targets on time during internship.
- Trained and certified “Permit To Work” permit issuer at Unilever Arabia.
- Certificate of “NI MyRIO and NI LABVIEW” training completion from the President & CEO of “National Instruments” in USA.
- Certificate for working as a volunteer with ‘Givinghands’ team at "Al-Khobar Festival 2014".
- Academic Honour in June 2013 for outstanding academic performance.
- Certificate for solving a case study as a team and taking 2nd place “Country Champions” in Saudi Arabia in Unilever's Middle-East Quest 2013.
- Certificate for passing first round of Unilever's Middle-East Quest 2013.
- Certificate for completing 103 hours as a volunteer on Saudi Aramco's summer event 2013.
- Certificate for working as a volunteer at Scitech-Alkhubar exhibition of "KSA-2050" 2013.

## LANGUAGES

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- Arabic, English, and Urdu speaking, understanding and writing.

## SOCIAL RESPONSIBILITY (Non-Profit):

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- Director of Information and Technology at one of the leading volunteering organizations in Eastern Province "GivingHands" (***Volunteer***)
- Registered Saudi Aramco Corporate Volunteer, (***Volunteer ID: 53010***)
- Classic, acoustic and electric guitar tutor at community recreational center.
- Member of Saudi Engineering Council.
- Member of IEEE Consultants Network.
- Member of International Society of Automation (ISA).

**Reference Available Upon Request**