

Abdulmajeed Fahad Altaysan

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OBJECTIVE

Business Development and Program Manager professional with expertise in managing cross-functional teams and optimizing business operations. Passionate about driving strategic initiatives and enhancing organizational efficiency, with a proven track record in process improvement, and vendor management. Seeking to contribute my skills and knowledge to a dynamic organization focused on growth and innovation

EXPERIENCE

Saudi Authority for Intellectual Property, Riyadh Business Development & Program manager

July 2023– Present

- Led and executed four complex strategic programs to enhance customs and inspectors' enforcement against counterfeit goods, optimize digital rights investigations (IGNITE), and align with national IP and SAIP growth strategies.
- Led the development of project scopes and RFPs, leveraging project management best practices to align with business objectives and optimize delivery
- Managed vendor relations and budget allocations within the IGNITE SAIP portfolios, ensuring project deliverables met quality standards and strategic objectives efficiently.
- Led the development and execution of different initiatives to promote intellectual property awareness and protection, resulting in increased engagement and compliance.
- Analyzing business operations and strategies to identify new opportunities.
- Created detailed workflow diagrams for the IP Respect department using Visio, outlining processes, dependencies, and key performance indicators to streamline operations and enhance efficiency.

Member, Bid Opening Committee

January 2025 – Present

- Actively participated in the bid opening process in compliance with the Government Tenders and Procurement Law and its executive regulations.
- Collaborated with team members to assess and evaluate bids, ensuring fair and accurate documentation.
- Maintained confidentiality and adhered to ethical guidelines throughout the process.

Alrashid Abetong, Riyadh

December 2021 – July 2023

Planning and Business Development Lead, Project Administration

- Coordinate and monitor project progress to ensure alignment with budget, resources, and schedule.
- Develop integrated master schedules and cash flow breakdowns.
- Manage performance using KPIs and develop recommendations for improving project efficiency.
- Analyze manpower productivity and plan resource requirements, monitor manpower deployment schedules, and assist in forecast.
- Prepare weekly project status reports with detailed scheduling information.

Planning Engineer, Production

February 2020 – November 2021

- Ensured that all factories operations were carried out in safe, productive manner.
- Prepared project timelines and made projection adjustments as necessary.
- Prepared analysis reports to track the progress of each phase of production.
- Prepared monthly reports work progress summary.

EDUCATION

California State University, Fresno B.S., Industrial Engineering, December 2018

Second Class Honors with a GPA: 3.6/4.0

SKILLS

- Bilingual-Arabic/English.
- Quick Learner.
- Self-motivation.
- Strong organization and project management skills.
- Ability to work independently or as part of a team with a professional attitude.
- Ability to work under pressure.
- The ability to identify and define business problems and issues, and develop strategic.
- Time Management.
- Communication skills.
- Workflow diagram creation (Visio)
- Software: AutoCAD, Automation Studios, Microsoft's Office.

CERTIFICATIONS/MEMBERSHIPS

Certified Risk Management Professional RMP	April 2023
Certified Project Management Professional PMP	November 2022
OSHA	March 2017
Accreditation from Saudi Council of Engineers SCE	

HONORS/AWARDS

Outstanding Academic Achievement	Received April 2018
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