**Zouheir**

[**Zouheir.365717@2freemail.com**](mailto:Zouheir.365717@2freemail.com)

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|  | **IT & Project Management Professional** |  |

**ERP Solutions** | **Project Lifecycle** | **IT Infrastructure**

***Demonstrated Excellence in Project Management & IT Infrastructure including Planning & Implementation***

**Coupled Leadership with Project Management & IT Operations Expertise**

**Standardised Metrics, Streamlined Processes, Simplified Business Measurements, and Centralised Services**

****Comprehensive background in leading the effective planning and implementation of complex technical projects; specialised in facilitating the planning and implementation of technical solutions to achieve the successful project completion. Possesses strong expertise in Planning Optimisation and Management, Costing & Scheduling, ERP Implementation, as well as developing and implementing a wide range of applications. Demonstrated ability to catalyse lucrative results while reducing cost and executing industry’s best practices. Seek to benefit top organisation by executing broad programs, improving performance, return on investment, and quality through successful planning.

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|  | **Area of Expertise** |  |

Project Management Professional-PMP(Certified) | SAP HCM & Procurement (Certified) | ERPs Implementation & Integration| End to End SAP Implementation | MS SharePoint Implementation & Administration| Electronic Documents Management Systems Implementation | DNV Easy Risk Management System Implementation | Security & Access Control Systems Implementation | Backup Systems Implementation | Scheduling & Team Management | Project Control & Planning Procedures

Vendor Relations | Technical Evaluation | Training & Leadership |Web Applications Development | Databases: SQL, Oracle & Sybase | Documentation: IT Strategies, Polices & Procedures, & Business Requirements |Systems Designing, Developing, & Testing |Programming using C#, .Net, ASP.net, PowerBuilder |IT Auditing | Visual Studio | SharePoint Designer | MS Office

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|  | **Notable Achievements** |  |

* Successfully planned and managed the End-to-End SAP Implementation for HR (including ESS & MSS), MM and FICO Modules within 7 months with very reasonable cost.
* Successfully planned and managed the End-to-End SharePoint Server 2007 Implementation as well as upgrading it to SharePoint Server 2010, after 3 years, internally in 3 days saving AED150, 000 that could be paid to vendors to do the same.
* Managed and convinced a lot of vendors to conduct feasibility studies and workshops with zero cost, also succeeded to obtain very reasonable prices with considerable discounts on IT Software and Hardware licenses.
* Expertly produced all IT Strategies, Policies & procedures internally, while obtaining highest performance among the IT staff.
* Expertly prepared the annual IT Budget and controlled the IT expenses to assure compliance with IT Budget KPI.
* Expertly managed and developed major reliable systems that are still used by ADNOC Group companies.
* Expertly implemented a wide range of applications/systems as well as being the technical evaluation team leader for all software and hardware bids.

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|  | **Professional Experience** |  |

**Abu Dhabi National Chemicals Company (ChemaWEyaat),** Abu Dhabi, UAE| 2009 – Present

**Project Manager**

* Effectively directed and managed End-To-End SAP Implementation project (ECC6.00 EHP 7) for HR, Procurement and FICO Modules, while managing numerous tasks including scope, budget and timing; supported with the requirements gathering and documentation of the business processes as well as being the accountable person for Blueprint preparation and revision.
* Organised schedules, as well as led and motivated the project team, and reported the project progress to the steering committee, resolved all employees’ issues and vendors’ relations, while acting as a product expert.
* Acted as SAP HCM and Procurement Functional Consultant and configured all the settings of HCM & Procurement core submodules (**HCM**: Recruitment, Personnel Administration, Benefits Administration, Compensation Management, Personnel Development, Organizational Management, Travel Management, Training and Events Management, Personnel Planning, Time Management, Incentive, Wages, Workflow, Payroll, Internet Scenarios, Information System. **MM**: Purchasing, Invoice Verification, Logistics (General), Logistics Information System, Inventory Management, Inventory / Valuations, Materials Planning, Workflow, External Services Management, QM in MM, Warehouse Management.
* Effectively directed and managed End-To End MS SharePoint 2010 Implementation (WEnet- ChemaWEyaat Intranet) Responsible for managing and implementing all SharePoint related activities including Farms Setup, Security Setup, Customizing, Enhancing, Monitoring, Gathering and Implementing major stakeholders’ requirements, Big Data Migration, Database backup and Performance monitoring. Moreover, developed new web parts, workflows, web services and online forms(InfoPath) to integrate some existing third party systems and business processes (Attendance, leave requests, Education Assistance, Duty Travel, Employee Appraisal, Employee Satisfaction Survey and Purchase Requisition) with SharePoint to provide Dashboard for Management and employees. Acted as Super SharePoint Administrator.
* Lead all technical evaluations for IT related bids such as Systems/ERP Implementation bids (SAP, Electronic Documents Management Systems, Risk Management Systems, Accounting Systems, Auditing Systems and Access Control Systems) , Hardware Bids (Servers, PCs, Printers, Readers, CCTV, Backup tapes, Phones, Projectors, TVs), Utility bids (Backup & Security Systems) and IT Maintenance & Support bids ( DC Environment, Network & Infrastructure Maintenance )
* Created the IT&A Budget, while analysing the IT expenses to assure compliance with the IT KPI.
* Identified, monitored and Managed IT&A Risks by mitigating risks and preparing proper planned responses.
* Lead and heavily participate in providing requirements and preparing responses to all IT external and internal auditors.

**Abu Dhabi National Oil Company** **(ADNOC),** Abu Dhabi, UAE| 2003 – 2009

**Senior Systems Analyst & Project Manager**

* Acted as the subject matter expert and contributed as a Senior System Analyst (SSA), and Project Manager (PM) to a wide range of projects including:
* Acted as a Project Manager for the following ADNOC projects: Competence Assurance Management System-CAMS, ADNOC Group Security Website – AGSW, Tanker Management Web Application, Royalty and Tax Management System, ADNOC Electronic Gas & Oil Industry Dictionary, Dental Website System, Facility Information Management System for SKEC – FIMS, English Language Training Centre System,
* Acted as SSA for the following Supreme Petroleum Council (SPC) projects : Ship Vetting System – SVS, Human Resources System, Payroll System, Production Export Management System, Trade License Management System, Re-Employment System, Security Pass Fees System, Security Pass Control System
* Acted as Project Manager and Senior Systems Analyst for RUWAIS Housing Division Application Suite : Water & Electricity Billing Module; Housing Module; Budget Module; Maintenance Module; Commercial Module; Contract Module; Guest House & Re-creation Centre Module.

**Al Worood International School,** Abu Dhabi, UAE| 2000 – 2003

**Head of Computer Department**

* Spearheaded and coordinated all school related IT systems such as School Registration System, Students Marking System, Library System, and Ministry Students Records Management System.
* Served as an authorised member from Cambridge Examination Board to supervise the high level student IT Projects required for grades 10-12 IGCSE.

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|  | **Career Note** |  |

**System Analyst/Developer** Oct 95 – Aug 2000  **Nahda International schools – UAE**

**Assistant Supervisor – OSP** | Apr 95 – Sept 95 **Norconsult International – Lebanon**

**System Analyst/ Developer/Network Administrator** | July 94 – Mar 95 **Malco Trading Company – Lebanon**

**System Analyst/Developer/trainer**| Sept 93 – June 94 **Professional Consultants and Trainers – Lebanon**

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|  | **Education & Certification** |  |

**Bachelors in Computer Sciences- American University of Beirut- Feb 1993**

**Project Management Professional – PMP (PMI) Certified**

**SAP Certified Application: Associate-Procurement/ Associate-Human Capital Management with SAP ERP6.07**

**Training: Advanced Business Application Programming (ABAP), Workbench Fundamentals** |**Implementing MS Office Share Point Server 2007**|**Programming with C#** |**Implementing a Microsoft SQL Server 2005 Database** |**Performance & Tuning for PowerBuilder 10**|**Object Oriented Modelling Power Designer 11**|**Advanced Client / server Development Techniques using PowerBuilder 10**| **Oracle Certification Professional**

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