



RAIYAN . J . SULTAN

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PROFESSIONAL SUMMARY

Over 19 years of experience in managing government projects with large budgets and multiple teams, including large-scale projects and individual executive projects with limited budgets and manpower. Big experience in managing work, time, organizing tasks and working as a team to ensure project success. Sufficient experience in planning and quality control of administrative and technical operations for various projects and sectors.

HOBBIES

- Designing
- Travel
- Watching Movies
- Swimming

SKILLS

- Work with Teams
- Leadership
- Quality Assurance
- Problem-solving
- Good at time management
- Communication skills

LANGUAGES

Arabic

Native

English

Upper intermediate

WORK HISTORY

Head of Quality & Performance Measure Department, 02/2023 - Current
King Abdul Aziz University - Jeddah, Makkah

- Proposing development plans to improve performance.
- Analyze KPI's Reports.
- Preparing statistics & comparison tables that shows development & efficiency of services.
- Successfully delivered on tasks within tight deadlines.
- Applied critical thinking to analyze problems, evaluate solutions and select best decisions.
- Preparing more than 15 report annually.

Interior Designer & Project Manager, 01/2010 - Current
Free Lancer - Jeddah, Mecca Region

- Interior Design of residential & commercial Units.
- Work with design team in submitting plans, 3D modules and Final presentation.
- Explain design, present ideas & discuss them with work owner.
- Preparing executive maps for works on site and submitting them to work owner.
- Supervising implementation of work and monitoring quality of work until final delivery.
- Finding right material and furniture for projects.
- Cooperated with 2 different Interior Design Offices.

Head of Planning & Follow-up Department, 03/2018 - 02/2023
King Abdul Aziz University - Jeddah, Makkah

- Follow up on implementation of annual management plan.
- Follow up on terms and conditions and technical specifications of contracts until approved and submitted.
- Preparing annual and quarterly reports for management work.
- Follow-up work of 7 administration & more than 15 department

Head of Planning & Quality Department, 03/2014 - 02/2018
King Abdul Aziz University - Jeddah, Makkah

- Preparing and implementing contractor performance measurement standards.
- Develop and design models used to implement work.
- Monitoring quality of department outputs and working to develop them.
- Submit amount of 12 department performance reports

Project Manager at Facilities Management, 03/2009 - 02/2014
King Abdul Aziz University - Jeddah, Makkah

- Follow up and close work orders.
- Performed monthly reports on work carried out.
- Inventorying invoices and work orders & preparing and approving financial extracts.
- Direct supervision of project work and conducting 5 field visits per week.

Project Manager at Road Maintenance Department, 02/2005 - 03/2009

Holy Makkah Municipality - Makkah, Makkah

- Site inventory and work schedule.
- Performed monthly reports on carried out work .
- Recording invoices , consumed quantities, preparing and approving financial papers.
- Direct supervision of project and contractor with conducting 5 field visits per week.

EDUCATION

Bachelor of Engineering : Civil Engineering

Umm Al-Qura University - Makkah, Mecca Region

Master Degree : Interior Design - Grade 4.0, 09/2007 - 01/2010

Ambassador University Corporation - Jeddah