

Abdan A. Alabdan

Riyadh, Saudi Arabia | +966 50 051 2698 | alabdan.abdan@gmail.com | [linkedin.com/in/abdanalabdan](https://www.linkedin.com/in/abdanalabdan)

Recent Experience

- **Stakeholder Management & Strategic Partnership Section Lead at NEOM** **2024 – present**
 - Lead, mentor, and manage a team of six employees within the Engagement & Partnership section to ensure optimal performance and productivity.
 - Represent NEOM in steering committees, working groups, and international forums, advocating organizational interests and maintaining strong relationships.
 - Maintain and strengthen communication channels with government and semi-government entities, ensuring all official correspondence and interactions adhere to established standards and protocols.
 - Facilitate and coordinate joint projects and strategic initiatives with public-sector stakeholders, serving as NEOM's primary point of contact for multiple governmental bodies.
 - Provide analytical support and strategic recommendations to senior leadership, including preparing agendas, briefing materials, and reports for CEO meetings, high-level conferences, and events.
 - Drive strategic project management efforts by identifying growth opportunities, conducting market research, and recommending strategies for new initiatives.
 - Oversee press release coordination in collaboration with the communications department and manage translation requests to ensure consistent, high-quality messaging.
 - Identify areas for improvement and foster productive, long-term stakeholder relationships.
 - Establish and refine operational procedures, including digital and physical archiving systems, official correspondence guidelines, bilingual editing standards (Arabic and English), and a follow-up dashboard to track inquiries and requests.
 - Utilize and enhance the internal correspondence system to ensure effective tracking, processing, and archiving of all official communications.
 - Manage the section's operational responsibilities, including forecasting and preparing the annual operating budget.
 - Collaborate across internal departments and external partners to ensure alignment and mutual satisfaction.
- **Stakeholder Management / CEO Office Manager of the National Infrastructure Fund (Startup) at the National Development Fund (NDF)** **2023 – 2024**
 - Oversaw daily operations of the CEO's office, including calendar management, scheduling high-level meetings, and handling correspondence with precision and confidentiality.
 - Served as the primary point of contact, ensuring professional and effective communication with internal and external stakeholders while upholding the highest protocol standards.
 - Led special projects and initiatives on behalf of the CEO's office, ensuring timely execution, budget compliance, and high-quality outcomes.
 - Established and monitored policies and procedures to enhance office operations while ensuring regulatory and governance compliance.
 - Maintained strict confidentiality of sensitive information and enforced secure information-sharing protocols.
 - Assessed and refined office workflows to improve efficiency, streamline processes, and drive operational excellence.
- **Senior Administrative Specialist at Supervisor General office of King Salman Humanitarian Aid and Relief Centre (KSrelief)** **2019 – 2023**
 - Managed and supervised administrative and operational projects to ensure efficiency and compliance.
 - Forecasted and prepared the department's annual operating budget.
 - Represented KSrelief in international missions and high-level engagements.
 - Served as a member of the KSrelief Executive Board Secretariat, contributing to governance and decision-making processes.
 - Represented the Supervisor General's Office in internal meetings and committees.
 - Drafted, edited, and supervised official correspondence, reports, requests, and meeting minutes to maintain accuracy and professionalism.
 - Coordinated and organized the Supervisor General's official international visits as part of a dedicated team.
 - Planned and facilitated high-level meetings led by the Supervisor General or the General Director of the office.

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- Contributed to the development of the department's organizational structure and led a team in rewriting policies and procedures.
- Oversaw and ensured the execution of directives issued by the Supervisor General and the Executive Board.

Earlier Experience

- Retail Operations Coordinator (then VM & SDP Operations Coordinator)
at *Cartier / Richemont Saudi Arabia LLC* **2017 – 2019**
- Administrative Specialist at *AMIDEAST Saudi Arabia* **2017**
- Reporter and translator in *ArabNews* newspaper **2016**
- Executive member and the Student Affairs Director
at the *International Student' Association at York University (ISAY)* **2013 – 2016**

Volunteer Experience

- Mentor for 'the First Day' program in *Misk Foundation* **2022**
- Co-Founder and an active member of an Arabic literature club in Toronto **2015 – 2016**
- Student representative at *York University English Language Institute (YUELI)* **2011 – 2012**
- Active member of the Communication Skills Society at *King Abdulaziz University* **2009 – 2010**

Education

- Master's Degree of Public Policy (Executive) from *King Abdulaziz University*, Jeddah, Saudi Arabia (expected 2026)
- Bachelor of Arts Degree with Honours (BA Hons) in Political Science from *York University*, Toronto, Canada
- Diploma of High Academic English Language from *York University English Language Institute (YUELI)*, Toronto, Canada
- Administration Preparatory Year from *King Abdulaziz University*, Jeddah, Saudi Arabia

Courses & Training

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|--|--|
| - Introduction to UNESCO, course provided by <i>The Royal Institute of Traditional Arts</i> 2022 | - Comprehensive Public Speaking, course provided by <i>Qorvis Communications</i> 2021 |
| - Diplomatic Speech and Presentation, a program provided by <i>Prince Saud Al Faisal Institute for Diplomatic Studies</i> 2021 | - Aid Financial Tracking, course provided by <i>KSrelief</i> 2021 |
| - International Humanitarian Law (IHL), course provided by <i>International Committee of the Red Cross (ICRC) & KSrelief</i> 2019 | |

Skills

- Strong researching, analyzing, report writing and presentation skills.
- Proven budgeting, strategic planning and project management skills.
- Advanced proficiency in Microsoft Office and in different social media platforms.
- Native speaker in Arabic, and fluent in English.
- Excellent social networking and communication skills

Personal Information

- **Current Residency:** Saudi Arabia.
(willing to relocate if needed)
- **Citizenship:** Saudi Arabian.
- **Civil Status:** single, no dependents.



15 February 2023

To whom it may concern,

I am writing this letter of recommendation on behalf of Mr. Abdan Abdulaziz Ibrahim Alabdan, who has been a Senior Administrative Specialist in my office at King Salman Humanitarian Aid and Relief Centre (KSrelief) from February 2019 till February 2023. I have had the pleasure of working with Mr. Alabdan in my capacity as an Advisor to the Royal Court and Supervisor General of KSrelief, and I can attest to his exceptional character and professional abilities.

Mr. Alabdan has demonstrated a strong commitment to his duties, and his expertise in administration and operations has been invaluable in the improvement of several work procedural aspects. He possesses excellent interpersonal skills, has exhibited the ability to building positive working relationships, and has a proven track record of collaborating effectively with his professional colleagues.

I am confident that Mr. Alabdan would be a valuable asset to any workplace, and that he would make a significant contribution to any organization.

Sincerely,

Abdullah Al Rabeeah, MD, FRCSC
Advisor – Royal Court
Supervisor General
King Salman Humanitarian Aid and Relief Centre



15 February 2023

To whom it may concern,

I am writing this letter to wholeheartedly recommend Mr. Abdan Abdulaziz Ibrahim Alabdan for any future employment opportunities that might arise. Mr. Alabdan, who has been employed as a Senior Administrative Specialist at the Office of the Supervisor General of King Salman Humanitarian Aid and Relief Centre (KSrelief) from February 2019 till February 2023, has been an invaluable member of our team and has played a critical role in the successful completion of numerous administrative and operational tasks and projects.

Mr. Alabdan has consistently demonstrated exceptional performance in his role, particularly in managing the office's annual operating budget, representing KSrelief in international missions, and serving as a member of the secretarial executive board. His ability to analyze complex issues and prepare accurate reports has been critical to our success.

Furthermore, Mr. Alabdan has a talent for organization and communication. He has effectively represented the office of Supervisor General in internal meetings and committees, and has written, edited and prepared correspondence, reports, requests, and meeting minutes. Additionally, he has played a key role in organizing high-level meetings, and has been instrumental in establishing the office's organizational chart and rewriting its policies and procedures.

I have no doubt that Mr. Alabdan would be an asset to any team, and that he would bring his unique blend of expertise and leadership skills to any organization. His dedication, attention to detail, and ability to work effectively under pressure make him an exceptional employee.

Sincerely,

Rashed Othman Al Rashed
Director General of the Office of the Supervisor General
King Salman Humanitarian Aid and Relief Centre



Riyadh, Feb 11th 2019

To whom it may concern,

I have been the Cartier Managing Director of Saudi Arabia since the 1st of January 2017.

Graduated with an Engineering degree and a Master's degree in Finance, I started my career at KPMG France, an internationally renowned audit & advisory firm, in 2008. I joined Richemont Group where I held various audit & finance positions in Spain and Switzerland including Group Finance Business Process Owner where I actively contributed to the development of European finance teams and processes and the rollout of a new operating model for Richemont entities worldwide. In 2014, I was promoted to the position of Middle-East & India Chief Financial Officer and focused on strengthening organizations, processes, and services to enable the development of the brands in this fast-moving region.

In 2015, Cartier decided to write a new chapter in the development of Saudi Arabia through the creation of a subsidiary starting its operations in November 2017. This major milestone aimed at paving the way towards a long-term development in the Kingdom. I led the project of setting-up this new subsidiary and was then appointed as the Cartier Managing Director of Saudi Arabia on January 1st, 2017.

I strongly recommend Abdan Al Abdan who joined Cartier Saudi Arabia in September 2017 as retail Ops Coordinator and was promoted a few months later as Visual Merchandising & Store maintenance Coordinator. Abdan strongly contributed to the success of the internalization of Cartier business in Saudi Arabia thanks to his high professionalism, his strong engagement and his great agility to address unexpected challenges. In particular, Abdan was instrumental during the cutover process of the internalization (transition period from the previous external distribution model to the internal retail organization). Abdan participated in the coordination of the whole cut-over process involving more than 30 people during several weeks, which allowed to ensure an efficient and smooth transition process. In his quality of Visual Merchandising (VM) Coordinator, Abdan implemented international VM standards of the Maison through regular training of boutique teams, regular inspections and the identification of VM referents in each boutique. Abdan also managed very well the store maintenance process requiring an efficient organization to plan, monitor and assess subcontracting works in cooperation with Boutique management and regional teams.

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Beyond his very valuable competences and skills, Abdan always showed a great mindset characterized by his strong team spirit, his constant positivity and enthusiasm and his very high commitment pushing him to always go above and beyond expectations. He also showed exceptional public speaking abilities and a real sense of aesthetics illustrated by his achievements in boutique visual merchandising or during the headquarter office decoration in Faisalah Towers.

Abdan has definitely a high potential of development and was promised to a bright future and fast-track development path within the Maison Cartier. However, I fully respect his decision to move to a career more aligned with his initial education background and wish him all the best in his future endeavors.

Alban du Mesnil du Buisson

Managing Director Cartier Saudi Arabia
Alban.dumesnil@cartier.com

ريشمونت السعودية المتحدية (ش.ذ.م.ح.) RICHEMONT SAUDI ARABIA L.L.C.

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To Whom It May Concern,

It is my absolute pleasure to recommend Abdan for any future job and career opportunities he is interested in. Abdan worked under my supervision between September 2017 until February 2019, as both Retail operations coordinator, and VM & SDP Coordinator.

I thoroughly appreciated working with Abdan, and came to know him as a truly valuable asset to any team. He is honest, dependable, and hard working. He has worked hard to successfully adapt to the retail environment, which was new to him, nonetheless at the end of his path with Cartier, he has become a strong asset to the team, and the brand. Abdan's knowledge and expertise was a huge advantage to our company. Abdan put this skillset to contribute in the building of the operations department. Along with his talent, he is a strong team player, and always manages to foster positive discussions and bring the best out of other employees.

I would be glad to discuss further his professionalism and competencies when required.

Ahmad Obid

Retail Operations Manager

Mobile: +966560031474

Ahmad.obid@cartier.com

ريشمونت الشرق الأوسط (ش.م.ع.) RICHEMONT SAUDI ARABIA LLC

ريشمونت أبراج الفيصلية الطابق 2، ج. حيد، 66687، الرياض، م.ع.ع. هاتفه +966 11 273 0891، بريد إلكتروني RICHEMONT@RICHEMONT.COM، RICHEMONT@RICHEMONT.COM، AL FAISALIAH TOWER, LEVEL 2, P.O. BOX 66687, RIYADH, K.S.A. TEL 966 11 273 0891, RICHEMONT@RICHEMONT.COM, WWW.RICHEMONT.COM

Letter of Recommendation

August 27, 2017

To Whom It May Concern,

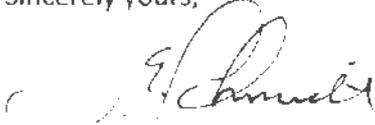
I am recommending Mr. Abdan AlAbdan as an Administrative Assistant to your company. As the Country Director, I have had the pleasure of working with Abdan since April 19, 2017. Abdan is a professional and detailed employee who has always been highly conscientious of his duties and responsibilities to our organization.

In our organization, Abdan has been primarily working as a Testing Center Administrator and during his duties he has always been extremely punctual and exacting in his work within our testing center. While, perhaps, not self-evident, the testing center in our office is a Prometric testing center, which makes it an extremely demanding environment to work in both in terms of security and detail. It is an environment in which even the slightest of procedural errors can cause major problems for both the candidates and the center as a whole. Nevertheless, Abdan has thrived in this environment and served flawlessly.

Outside of testing and in the general office, Abdan has always demonstrated a good rapport with his colleagues, both Saudi and non Saudi alike. He is respectful in all of his interactions, and his ability to connect with his colleagues and to work supportively has made him a well-liked and respected coworker.

It is without hesitation that I recommend Abdan. If you have any further questions with regards to his performance or work experience in our office, please do not hesitate to contact me.

Sincerely yours,



Donald E. Schmidt
Country Director
AMIDEAST Saudi Arabia





November 2, 2015

To whom it may concern:

I write this letter of reference on behalf of **Mr. Abdan Abdulaziz Ibrahim Alabdan**. In 2014 - 2015 Mr. Alabdan was a student in a Critical Thinking course I teach, "Reasoning about Morality and Values." This is a full year philosophical course open to students from different disciplines. Its emphasis is the practical methodologies that relate to arguments, such as diagramming complex arguments, evaluating them, identifying logical errors in arguments, and finally developing strong arguments. Students apply these skills to everyday topics and moral issues.

In reviewing the grades spreadsheet, I can report that Mr. Alabdan earned an *A* as a final grade. In addition to his independent work, approximately 20% of Mr. Alabdan's grade was grounded in team work assignments, where he had to collaborate with four other students to complete graded tasks approximately every other week throughout the academic year. Mr. Alabdan's group received some of the highest grades in the class. Reasoning about Morality and Values can be a challenging course for many undergraduate students. They cannot pass the course by memorizing theory. They are continually expected to practice and apply their skills in teams, tests, assignments, and even formal debates. To this end, Mr. Alabdan was a model academic student.

I did not, however, need to review my records to recall Mr. Alabdan as a consistently *responsible* and *engaged* participant in the classroom. Mr. Alabdan is without exception a student who I have seen excel naturally - not just academically, but also communicatively - as a class participant and a leader in his team. These personality attributes are just as commendable, and I am confident Mr. Alabdan will continue to implement them, and as a result continue to succeed, as he moves on to his career. It was a pleasure to spend time with him in the classroom, and I have no doubt he will be an asset in the workplace.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Carozza".

Linda Carozza, Ph.D.

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D 25 October 2015

To whom it may concern

I write in support of Abdan Alabdan who has applied for a position in your organization. Abdan was my student in the course War and Peace in the Middle East in the Department of political science at York University, Canada. He received a very good mark for all his assignments. He wrote a well researched and analyzed paper. Both in his oral presentation and written assignments he demonstrated good analytic ability, skillfully discussing theoretical and historical issues. In a large class with students from diverse backgrounds, Abdan was very active in class discussions and demonstrated his excellent historical knowledge of not only his native country, but also the broader Middle East.

I found Abdan to be a serious, hard working and intelligent student. He has good analytical skills, and is very committed to his work. He is very open-minded and is very tolerant of others. In a highly divided and politically tense class, which arise from the nature of the topics discussed in the course on the Middle East, Abdan's performance and contributions were always appreciated and welcomed and impressed me and gained the respect of his fellow students.

Abdan has also been very active in extra-curricular activities and was involved in several student organizations.

I have no hesitation in recommending him and I am sure you will find him to be a good addition to your organization.

If you need more information, please do not hesitate to contact me.

Regards,

A handwritten signature in black ink, appearing to read "Saeed Rahnema".

Saeed Rahnema, PhD
Professor, rtd. Political Science and Public Policy

17 November 2015

**FACULTY OF
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Dear Selection Committee:

It is my pleasure to write this recommendation in support of Abdan Abdulaziz Ibrahim Alabdan's application for a position in your Department.

Abdan was a student in my Global Conflict and Security I (POLS3200) and II (POLS3210) classes at York University, Toronto, Canada, during the Fall 2014 and Winter 2015 semesters. Although the courses were primarily lecture-based, the courses did consist of classroom and online discussions and analysis by the students. In this regard, Abdan was an active and engaged participant in the courses.

His written work was of high-quality and well-written. His final essays for both classes discussed a variety of international security issues, including foreign interference as a cause of war, and the impact of suicide bombings. His essays were well-researched and engaged with the broad literature on International Security Studies.

His oral and written comments were analytical and critical – an asset for professional pursuits. His presentation of policy briefings in POLS3210 illustrated his excellent ability to present ideas in a succinct, critical and articulate manner.

Abdan is a confident and self-motivated individual. He is interested in career in policy analysis, policy making, international affairs, and diplomacy. I am confident that he has a bright future in this field.

His involvement in extra-curricular activities and his work experience affirms that he is a responsible and mature individual, and will be able to handle the challenges and demands of a position in your Department.

I have no hesitation in recommending Abdan Abdulaziz Ibrahim Alabdan to the selection committee, and I again urge you to give him your most positive consideration.

Please do not hesitate to contact me should you require additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Monika', followed by a long, sweeping horizontal flourish.

Monika Thakur, Ph.D.
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