

MOHAMMED BAWAZEER

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PROFESSIONAL SUMMARY

Operations and Project Management Leader with more than 10 years of experience driving operational excellence, business growth, and cross-functional team performance across media, telecom, trade, and food sectors. Skilled in planning, execution, and strategic leadership with a proven record of developing systems that increase productivity, profitability, and organizational impact.

CORE COMPETENCIES

Strategic Project & Portfolio Management | Operational Planning & Process Optimization | Business Development & Growth Strategy | Cross-Functional Team Leadership | Risk Management & Problem Solving | Financial Oversight & Budget Control | Stakeholder Communication & Relationship Management

PROFESSIONAL EXPERIENCE

Vision Era Media Production Company – Riyadh

Branch Manager (*Feb 2025 – Present*)

- Planned and enhanced branch operations to improve productivity, streamline workflows, and strengthen performance.
- Ensured alignment between daily operations and long-term strategic goals.
- Organized and managed staff performance and training to achieve excellence.
- Oversaw media production projects to meet deadlines, budgets, and quality standards.
- Developed and executed strategic marketing initiatives to grow the client base.
- Established data-driven performance tracking systems for projects and staff.
- Fostered cross-departmental collaboration between production, marketing, and administration.
- Implemented risk management and compliance practices for operational continuity.
- Built strong stakeholder and leadership relationships to support business growth.
- Analyzed market trends to maintain a competitive edge and maximize profitability.

Project Management Office Director (PMO) - Dammam

(*Feb 2024 – Dec 2024*)

- Led the Project Management Office and established governance standards and frameworks.
- Prioritized the project portfolio and optimized resource allocation.
- Oversaw project execution, performance monitoring, and budget control.
- Enhanced interdepartmental collaboration between production, marketing, and administration.
- Maintained client and stakeholder transparency through effective communication.
- Implemented best practices in project management and reporting.

Project Manager - Dammam

(Aug 2023 – Feb 2024)

- Planned and executed individual media projects under PMO supervision.
 - Coordinated client communications, team tasks, and project deliverables.
 - Tracked performance metrics and supported decision-making processes.
 - Identified and mitigated risks to maintain on-time, high-quality project delivery.
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Bwariq Al-Khalig Trading Company – Dammam

Operations Manager *(Mar 2020 – May 2022)*

- Oversaw daily operations, workforce, and procurement functions.
 - Streamlined workflows and improved operational efficiency.
 - Managed financial coordination and vendor relations.
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3M Company – Al Ahsa

Co-Founder & Operations Manager *(Sep 2018 – Mar 2020)*

- Co-founded and managed multiple business ventures under 3M Company.
 - Directed operations, finance, HR, and supply chain management.
 - Oversaw import, logistics, and vendor coordination for product supply.
 - Managed marketing, sales, and strategic planning across subsidiaries.
 - **Developed, founded, and operated the following key projects:**
 - **Jassim Al Jaber Trading EST:** Managed finance, HR, and marketing strategies.
 - Hamido Telecom EST (Two Branches): Founded and led telecom operations and marketing.
 - **Al Shihabi Telecom EST:** Established and operated telecom services.
 - **5M Telecom Retail Business:** Founded and managed a telecom retail project focused on sales and customer service operations.
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Roxy Detergent Manufacturing Company - Abha

Regional Agent *(Mar 2017 – May 2018)*

- Managed marketing, distribution, and regional sales.
 - Supervised teams and client relations to achieve performance targets.
 - Monitored market activity and competitor strategies.
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Samer Social Development Association - Abha

Deputy Director *(Aug 2015 – Oct 2018)*

- Directed social welfare and community development initiatives.
- Supervised financial, media, and HR operations.

- Oversaw youth, women, and health-focused programs.
- Strengthened partnerships with government and nonprofit organizations.

Program & Project Manager *(Jan 2013 – Jun 2015)*

- Designed and implemented social welfare and development programs.
 - Managed budgets, planning, and stakeholder coordination.
 - Led volunteer teams to ensure program effectiveness and impact.
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Key Projects & Ventures:

Feasibility Study Projects & Freelance Projects *(2020 – Present)*

- Conduct feasibility studies and develop business plans for entrepreneurs and SMEs.
- Delivered business plans, market analysis, and operational setup.
- Advised on financial and market entry strategies.

Al Qanber Electronics & Telecom EST. - Al Ahsa

Owner & General Manager *(Oct 2021 – Jul 2024)*

- Founded and managed telecom and electronics operations.
- Led finance, staffing, and marketing functions.
- Expanded client base through strategic partnerships.

Ghadi Sweets & Food EST. - Al Ahsa

Owner & General Manager *(Mar 2019 – Sep 2024)*

- Founded and managed confectionery and retail operations.
 - Oversaw setup, logistics, and day-to-day performance.
 - Increased sales through marketing and customer retention programs.
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EDUCATION

Master of Business Administration (MBA)

Midocean University

Bachelor's in Emergency Medicine

Alghad International College

TRAINING & COURSES

- Project Management Professional (PMP)
- Executive Leadership
- Human Resource Management
- Crisis Management & Business Continuity (ISO 22301)
- KPIs & Balanced Scorecard
- CSR Specialist Training

- Business Planning
 - Training of Trainers (TOT)
 - Primavera Project Management
 - E-Marketing
 - Accounting for Non-Accountants
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LANGUAGES

- **Arabic:** Native
- **English:** Professional