

ABDULLRAHEIM ELTIGANI ABDULLRAHEIM

Operations & Project Management Professional

Doha, Qatar

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PROFESSIONAL SUMMARY

Operations and Project Management professional with a Civil Engineering background and hands-on experience in business center operations, property management, and project coordination. Proven ability to manage multi-site operations, streamline administrative processes, coordinate with government entities, and support business growth. Strong in stakeholder communication, documentation control, and operational efficiency, with a results-driven and detail-oriented approach.

CORE COMPETENCIES

- Operations & Business Center Management
 - Project Planning & Execution
 - Client Onboarding & Contract Administration
 - Government & Regulatory Coordination
 - Procurement & Vendor Management
 - Financial Follow-up & Petty Cash Control
 - Facilities & Asset Management
 - Process Improvement & Documentation Control
 - Stakeholder Communication
 - Odoo ERP & Operational Systems
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PROFESSIONAL EXPERIENCE

Branch Operations Supervisor

Business Cloud for Business - Doha, Qatar

April 2025 - December 2025

- Managed end-to-end daily operations of a multi-floor business center, ensuring service continuity and operational readiness.
- Oversaw onboarding and support for **50+ active clients**, including subscription agreements, lease relationship documentation, and commercial licensing support.

- Coordinated with government entities and external stakeholders to ensure compliance with regulatory and licensing requirements.
- Controlled petty cash, operational expenses, and vendor payments while maintaining expenditures **within approved budgets**.
- Supervised procurement activities, facility readiness, access cards, keys, signage, cleaning services, and workspace setup.
- Coordinated basic IT and technical operations including PBX landlines, printing systems, and office configurations.
- Maintained accurate records and updated internal systems (Odoo ERP, trackers, logs).

Key Achievements

- Reduced client onboarding turnaround time by **approximately 30%** through process standardization and documentation control.
 - Successfully coordinated licensing and documentation processes for **40+ companies** without compliance delays.
 - Improved operational tracking accuracy by implementing structured records and ERP updates.
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Project Manager – Property Management

Bin Hamda Real Estate – Doha, Qatar

June 2023 – March 2025

- Led the launch and implementation of a new property management project from initiation to operational execution.
- Defined project scope, timelines, budgets, and deliverables in coordination with senior management.
- Coordinated with maintenance contractors, service providers, and suppliers to ensure service quality and cost efficiency.
- Managed properties and tenants using the **Alaqare Property Management System**.
- Identified and mitigated operational, technical, and legal risks throughout the project lifecycle.
- Monitored performance indicators and reported progress to management.

Key Achievements

- Successfully implemented a property management operation supporting **multiple residential and commercial units**.
- Improved service response time and tenant satisfaction through structured coordination and follow-up processes.
- Maintained project delivery **within planned timelines and budgets**.

Site Engineer

Samarkand Contracting Company – Khartoum Bahri, Sudan

January 2022 – April 2023

- Planned and supervised site activities in line with approved drawings, schedules, and specifications.
- Supervised material receipt, inspection, sampling, and testing to ensure compliance with quality standards.
- Coordinated with consultants, contractors, and stakeholders on technical execution matters.
- Conducted site inspections, quality checks, and safety follow-ups.
- Prepared daily, weekly, and monthly progress reports.

Key Achievements

- Ensured compliance with quality and safety standards across all assigned site activities.
- Improved reporting accuracy and coordination through consistent documentation and follow-ups.

EDUCATION

Professional Diploma in Leadership & Business Management

Qatar University | 2024 – 2025

Bachelor of Civil Engineering

Al-Madar College – Sudan | 2015 – 2024

Sudanese Secondary School – State of Qatar

2002 – 2014

CERTIFICATIONS & TRAINING

- PMP – Project Management Professional
 - ICDL (Excel, Word, PowerPoint)
 - Electronic Archiving
 - Occupational Health & Safety
 - Cybersecurity & Legal Investigation in Cyber Incidents
 - Structural Design (ETABS, SAFE, Revit)
 - Quantity Surveying (Excel & PlanSwift)
 - Quality Management in Construction
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TECHNICAL SKILLS

- Microsoft Office (Advanced Excel, Word, PowerPoint)
 - Microsoft Project
 - Odoo ERP
 - Property Management Systems (Alaqare)
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LANGUAGES

- Arabic: Native
 - English: Excellent
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ADDITIONAL INFORMATION

- Valid Qatari Light Vehicle Driving License
- Actively engaged in professional development and technology learning