Nour Khaled Mohtadi

Bidding Manager – Business Development
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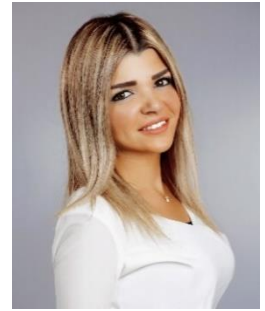
PROFILE SUMMARY

- Expert knowledge of tendering procedures in the GCC, Middle East, and Africa.
- Solid knowledge of all aspects of proposal development including technical and commercial proposals.
- Excellent technical writing skills.
- Exceptional editing and proof-reading skills.
- Exceptional interpersonal and leadership skills.
- Excellent analytical abilities.
- Solid organization and time management skills.

EXPERIENCE

Aug 15 - Present   **Khatib and Alami**   **Beirut, Lebanon**

Khatib & Alami (K&A) is an international design firm based in Beirut, Lebanon. It's among the first 100 global multidisciplinary engineering firms and boasts a history of more than half a century.

Bidding Manager

Working with K&A's Geospatial Systems Integration (GSI) division to support the business development efforts in order to achieve long-term continuity and secure continuous work and growth.

- Reviewing and analysing RFPs, RFQs, RFIs, and bidding documents to develop proposal materials and customer-focused responses.
- Developing method statements, project approaches, and scopes for the proposal development.
- Determining project timelines including work breakdown structures and resource allocation.
- Coordinating and liaising with third-party business partners in the development of appropriate proposal strategies, effective positioning of products and solutions, incorporation of appropriate references, and supporting documents.
- Harmonising the fulfilment of commercial/legal requirements including bid bonds and performance bonds in coordination with specific teams.
- Orchestrating the development of bid strategies for proposals with adequate sections managers.
- Cooperating with key internal experts to drive the proposal plan and create fascinating proposals.
- Guaranteeing consistency, quality, and proficiency in all proposal responses.
- Ensuring fulfilment of all client requirements in technical and commercial proposal submissions.

| Jul 14 – Aug 15 | **Khatib and Alami** | **Beirut, Lebanon** |

Technical Writer

Worked with the proposal unit at K&A's GSI division to submit the finest proposals in order to attain the department goals.

- Analysed bidding documents and developed proposal materials.
- Determined project approaches and scopes for the proposal development.
- Edited proposals and related documents for completeness and compliance with editorial standards and proposal formatting/composition.
- Collected and consolidated staff resumes and project references in the required formats for the proposals.
- Reviewed and packaged technical and commercial proposals.
- Created and maintained databases for all business development documents such as proposals, RFPs, RFQs, CVs, presentations, and leaflets.
- Developed presentations for the GSI projects.
- Supported GSI in external events such as conferences and seminars.
- Guaranteed achievement of the clients' requirements in technical and commercial proposal.

| Nov 12 – Jul 14 | **Lebanese American University/ United States Agency for International Development** | **Beirut, Lebanon** |

The Lebanese American University is a leading, nonsectarian, private higher education institution in Lebanon. It operates under a charter from the Board of Regents of the University of the State of New York and is accredited by the New England Association of Schools and Colleges.

Admissions Officer

Fully responsible of the United States Agency for International Development (USAID) University Scholarship Program (USP III)

- Visited the public schools all over Lebanon to introduce the USAID USP III.
- Advise the students, parents, and school directors to facilitate the job of applying to the USAID USP III.
- Delivered presentations about the USAID USP III.
- Worked on the USP III students' applications.
- Provided admissions assistance to the LAU faculty and staff.
- Maintained, processed, and updated files and records of the LAU students.
- Scheduled appointments, interviews, meetings, conferences, and other departmental/school events.
- Established and maintained a formal admissions' filing system.

| 2010 – 2012 | **Lebanese American University** | **Beirut, Lebanon** |

Private Tutor

- Delivered tutorials for variety of computer science courses.

| 2010 – 2012 | **Lebanese American University** | **Beirut, Lebanon** |

Professor Assistant

- Prepared, revised, and rectified computer science exams.
- Proctored programming exams and assignments sessions.
- Corrected programming assignments.

| | 2010 – 2012 | **Lebanese American University** | **Beirut, Lebanon** |

Computer Lab Teacher
- Delivered different lab programming courses and problem solving sessions.
- Prepared and rectified programming assignments.

| | 2010 – 2012 | **Lebanese American University** | **Beirut, Lebanon** |

LAU Association for Computing Machinery (ACM) Committee Vice President
- Contributed in achieving the ABET accreditation for the Computer Science program at LAU.
- Managed all the events of the ACM committee at LAU.

| | 2009 – 2010 | **Lebanese American University** | **Beirut, Lebanon** |

Business Office Assistant
- Provided business office job assistance to the LAU faculty and staff.
- Maintained, processed, and updated business files and records of the LAU students and staff.
- Executed general administrative tasks.

TRAININGS	2014 - 2015	**Esri Lebanon**	**Beirut, Lebanon**

- Esri - ArcGIS Desktop I
- Esri - ArcGIS Desktop II
- Esri - ArcGIS Desktop III

	2015	**Khatib and Alami**	**Beirut, Lebanon**

- Introduction to ISO 9001 and Quality Management System
- Capability Maturity Model Integration (CMMI) Training: To streamline business activities, standardize outcomes, and achieve more productivity and better quality

EDUCATION	Fall 09 – Fall 12/13	**Lebanese American University**	**Beirut, Lebanon**

- B.S. in Computer Science
  - High distinction; CGPA of 3.9 over 4
  - Awards
    - LAU Chain Ring Award
    - LAU President's Award
    - Best Projects Award

SKILLS	
	• GIS Software Packages: Esri ArcGIS • University Banner Systems • Web Development and Design • Operating System: Windows (8, 7, XP, 2003 Server, 2008 Server). • Programming Languages: Java, OpenGl, SQL

EVENTS & CONFERENCES	Year	Event	Role
	2018	Esri Lebanon GIS Day 2018	Organizer
	2017	Esri Lebanon GIS Day 2017	Organizer
	2016	Esri Lebanon GIS Day 2016	Organizer
	2015	Esri Lebanon GIS Day 2015	Organizer
	2014	Esri Lebanon GIS Day 2014	Organizer
	2010 - 2012	LAU Association for Computing Machinery (ACM) Organization Events and Workshops	Vice President/ Organizer
	2010	Association for Computing Machinery (ACM) Lebanese Collegiate Programming Contest (LCPC)	Contestant
	2010	LAU Programming Contest	Contestant
	2009 - 2010	LAU Association for Computing Machinery (ACM) Organization Events and Workshops	Attendee & Member

LANGUAGES		Reading	Writing	Speaking
	Arabic	Fluent	Fluent	Fluent
	French	Fluent	Fluent	Fluent
	English	Fluent	Fluent	Fluent