

Thomas Azrak

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40 years old, Married

Certifications

- Project Management Professional
- Risk Management Professional
- Contemporary business communication
- Microsoft project
- Microsoft Excel
- Presentation and public speaking skills
- Conflict resolution - nonviolent communication
- Project leadership
- Negotiation skills
- Finance for non-financials

Skills

- Planning and Coordination
- Work breakdown structure
- Gantt chart
- RFI and RFP
- Project budgeting
- Process re-engineering
- Resource management
- Project management
- Communication management/planning
- Sharepoint collaboration Tool

Languages

- Arabic: Native
- English: Fluent
- French: Intermediate

Hobbies

- Sport and travelling
- Exposure to new technologies and trends
- Keep involved with what is going around the world on all aspects

PROFESSIONAL EXPERIENCE

1. Alfa, 1 June 2013 to Present: Senior Project manager

- Manage cross functional and strategic projects under PMO department
- Audit other project managers outside PMO department
- Gather project requirements through interactions, meetings and workshops to develop business requirements documents (BRD), functional requirements documents (FRD)
- Request for proposal initiation and development
- Bidders evaluation and selection based on adaptable criteria
- Maintain schedules to meet key milestones at every project phase
- Issue and monitor supplier contracts and service level agreements to identify potential risks and implement mitigation actions
- Maintain control over project budgets
- Identify and maintain project risks (risk register), and implement mitigation and contingency plans when needed
- Communicate project plans and progress to key stakeholders and project contributors through sharepoint collaboration tool
- Produce project progress reports and presentations on weekly basis and update executive management
- Develop project plans using different methodologies (PMI, Agile) to guide projects from conceptualization to implementation until handover
- Modernize and Develop project management procedures and project documents
- develop and maintain all project management documents (charter, risk register, governance model, responsibility matrix, communication plans..)

2. Alfa, 1 June 2012 to 1 June 2013: Research and Development Engineer

- Stay tuned with telecom Markets, technical and commercial trends through research, while bringing in what could have an added value to Alfa' roadmap
- Propose necessary plans to adopt, to align the people and network with the set strategy
- Provide (best practice/innovative approach) up to the high-level feasibility of requirements/services/projects wherever applicable
- Develop and maintain a corporate technical/commercial roadmap
- Study periodically the company's internal strength and weaknesses, and external opportunities and threats

3. Alfa, 1 May 2007 to 31 May 2012: RAN Engineer

- Study and implement new Radio technologies, 3G, EDGE, 4G, HSPA, HSPA+
- Lead technical projects under the Radio department
- Develop and validate the feasibility study of new radio services
- Conduct several software releases on the radio network nodes (BSC, RNC, BTS, RBS..)
- Operate and maintain the radio network from different technologies (2G, 3G and 4G)
- Develop technical specifications for the purchase of measurement equipment belonging to the department, & proceeds to the request of quotations

4. Sabis school (Dubai), 1 May 2006 to 30 April 2007: IT Administrator

- Enhance the school network infrastructure
- Install new domain server and active directory
- Centralize all user management and permissions.
- Maintain school computers and network
- Support VPN connection between the different school branches.

5. Techno-mania, 28 November 2005 to 30 April 2006: Assistant technical manager

- Manage technical stock
- Order new spare parts
- Manage technical customer support

6. Arab Open University, 3 October 2005 to 30 April 2006: IT Administrator

- Supervise computer center on night shift
- Work with the ISA server, active directory

Education

- **Master's in business administration** (MBA), École supérieure des affaires (ESA business school), Oct 2020
- **Diplôme d'Études Supérieures en Management** (DESM), ESCP Paris, Oct 2020
- **Computer Communication Engineering (CCE)**, Notre Dame University (NDU), June 2005
- **Baccalauréat**, Notre Dame de Loueize (NDL), May 2000