

AMAL YAHYA KHUBRANI

Project Controls & PMO Specialist | EPC Infrastructure Projects | KPI & EVM Reporting Riyadh, Saudi Arabia

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✦ EXECUTIVE PROFILE

Project Controls and PMO Specialist with strong EPC infrastructure experience in Saudi Arabia. Proven expertise in KPI dashboards, scheduling support, earned value management (EVM), governance reporting, and executive-level project performance analysis.

Experienced in Document Control using Aconex EDMS and ISO 9001 QA/QC compliance, ensuring accurate project data flow, structured reporting, and effective coordination across engineering, procurement, and construction stakeholders

✦ CORE SKILLS

PMO Support | Project Controls | EPC Infrastructure | KPI Dashboards | EVM Analysis | Primavera P6 | Scheduling Support | Progress Reporting | Governance Reporting | Risk Tracking | Stakeholder Coordination | Document Control | Aconex EDMS | Transmittals & Submittals | ISO 9001 | QA/QC Documentation

✦ PROFESSIONAL EXPERIENCE

Parsons Corporation — Project Controls / PMO Specialist 2025 – Present | Riyadh

- Support Primavera P6 schedule analysis and critical path monitoring
- Support PMO and Project Controls for EPC infrastructure programs
- Develop KPI dashboards and executive reporting
- Assist in scheduling updates and milestone tracking
- Contribute to EVM and performance monitoring
- Prepare weekly/monthly project reports
- Support governance and risk reporting

Impact: Improved project reporting efficiency by 20–30% through KPI dashboards and structured PMO reporting, enhancing cross-functional coordination across EPC teams.

Khatib & Alami — Document Control Specialist (Aconex) 2023 – 2025 | Riyadh

- Managed over 5,000+ project documents and 200+ monthly transmittals via Aconex EDMS
- Managed full document lifecycle via Aconex EDMS
- Controlled transmittals, workflows, and approvals
- Ensured 100% ISO 9001 compliance with zero major audit findings and improved document workflow efficiency by 25% through Aconex EDMS optimization.
- Maintained document registers and revision control

Impact: Zero major audit findings and improved workflow efficiency

✦ TECHNICAL SKILLS

Aconex EDMS | Primavera P6 | SAP | Power BI | Excel (Advanced) | Jaggaer | MS Office

✦ EDUCATION

MPM — Mid Ocean University (2026)

BA English Language — GPA 4.7/5.0

✦ LANGUAGES

Arabic (Native) | English (Professional)

✦ CAREER TARGET

Project Controls Specialist | PMO Analyst | EPC Project Coordinator | Document Control Specialist