



ELIE K. CHIDIAC

Project Management Trainer/Group IT Manager/Senior Project Manager

Information Technology

PROFILE

Highly accomplished Project and Program management professional with 10 +Years of extensive experience in program/project planning. Equipped with a record of success in developing and implementing programs that support strategic direction of the organization. An effective leader with proven ability to supervise and lead high performance teams to ensure a satisfactory percentage success rate in achieving company goals.



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Beirut - Lebanon



echidiac@me.com

HOBBIES

Basketball
Cycling
Reading
Football

LANGUAGE

Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Russian	<input type="checkbox"/>	<input type="checkbox"/>			

CORE COMPETENCIES

Program management **Risk Assessment & Monitoring**
Contract Negotiation **Vendor Management** **Interpersonal**
Communication **Team Management and supervision**
Stakeholders Management Skills **Teamwork and Leadership**
Prince2 **Waterfall Methodology** **Software development life**
cycle SDLC **Integration testing Plan** **User Acceptance Test**
Plan **End Users Training Plan** **Change Management Plan**
Agile Methodology **Scrum Master**

WORK EXPERIENCE

○ **Group IT Manager**

Mindspace DMCC, Beirut- Lebanon

November 2021 – Present

Achievements

- Trained and coached 4 project managers on project management best practices, by initiating training calendar on biquarterly basis, covering all project management phases starting from Initiation to closure. Elaborating the advantages of having project scope document vs expected deliverables, of developing minutes of meeting and to be shared between project stakeholders and sponsors, how to conduct close monitoring task for task force initiatives, etc...
- Led Odoo ERP project from initiation to closure phase, using Hybrid Methodology approach Agile methodology & SDLC.
- Handling Microsoft 365 activities
- Handling and managing ICT assets acquisition, support, and filing
- Network Monitoring and data penetration test
- ISO 27001:2013 project initiation
- Managed Technical Solution Provider acting as second level of support.
- Handled Biometric Machine activities.

- Managed the opening and the relocation of two offices located Egypt and Dubai simultaneously, ICT equipment's readiness prospective.
- Developed technical documents such business cases, Request for Proposal, and contracts.
- Acquired WhatsApp API integration with Odoo 15 based on SME business requirements.

- **Program Manager**

Fransabank SAL, Hamra- Lebanon

June 2008 – Oct 2020

Achievements

- Led Core Banking Transformation Program from Initiation to closure phases, using SDLC methodology.
- Provided accurate reporting on project status throughout its lifecycle to 7 + project teams, stakeholders, and sponsors encompassing budget estimation, and resources planning as part of the IT division's policy.
- Initiated formal/informal training, coaching, and mentoring to 8 + team Project Business Leader members regarding project report communication, resource planning, managing project meetings, change request process, and project management best practices.
- Managed Support Unit created upon Core Banking Transformation Program going Live.
- Developed project management training plan, by training 1400 employees within 45 working days, taking into consideration training hall locations and availability, maintaining business continuity by dividing the 1400 employees into batches, selected based on their daily operations, for instance, a branch manager wouldn't be attending a training session along with his deputy, and so on.

- **IT Project Manager**

Ejada, Riyadh – Saudi Arabia
May 2004 – May 2008

Missions & Achievements

A. Professional Outsourcing – Project Manager & Assistant to SEVP IT Computer Services Department “CSD”

Riyad Bank – Saudi Arabia

- Functioned as point of contact for PMO Head & Computer Services Department to ensure PMO regulation and processes are adopted by Projects managers working at CSD.
- Designed & maintained Business Case, RFP, RFQ and other Technical Documentations
- Conducted training sessions on PMO methodology and regulation for 15 + project managers at the CSD.
- Generated/ updated status reports including maintenance of issues & risk logs
- Monitored & evaluated project schedules in ensuring compliance to SLA parameters
- Involved in planning, organizing & supporting of project management and status review meetings
- Managed Stock market software deployment Tadawul project.

B. Professional Outsourcing – Project Manager

Saudi Fransi Bank, Riyadh – KSA

- Managed Money Anti-Laundry Solution adopting Agile management methodology.
- Led an off shore development team from India (Infrasoft teck company) in delivery of customized new software version based on Saudi Fransi Business requirements
- Provided direct leadership to up to 7 associates (i.e. performance reviews, coaching, development and training)

Earlier Career Experience

- **IT Technical Engineer**
Integrated Solution for Business
Riyadh, Saudi Arabia
June 2001 – Apr 2004

CERTIFICATES

- Project Management Master Certification – Dubai 2005
- Fujitsu Technical Training on Production Scanners Certifications
- PMI member since 2005
- Scrum Master certificate

TECHNICAL SKILLS

- Outlook 365 and all Microsoft products
- Visio
- E-Learning Solutions “WebCT”
- Database Structure
- Data Migration
- Reporting
- Archiving Solution “Laserfiche”
- Core banking Solution “SAB”
- CRM Solution “Sofront”
- Odoo ERP Solution

EDUCATION

- **Bachelor of Natural & Applied Sciences “Computer Science “**
Notre Dame University - Lebanon
Sep 1997 – June 2001