

# **Resume**

## **Eng. Maleha Al-Foudari**



**Nationality: Kuwaiti**

**Date of Birth: 1/Nov/1968**

**Academic Qualifications:**  
**Bachelor Degree in Civil Engineering**  
**Master in Project Management**  
**Professional Diploma in Positive Health**

**Current Position:**  
**Team Leader procurements**  
**In Kuwait National Petroleum Company**

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**+ 965 66960603**  
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## Career:

- 1- June 1993 - Mar 1996: site engineer (Special project administration (**SPA**) in Ministry of Public Works (**MPW**).
- 2- April 1996 – July 1998: Assistant project manager in **MPW**.
- 3- June 2000 – Sept 2006: Team Leader Prequalification of contractors and consultant (**MPW**)
- 4- Oct 2006 – May 2015 : Senior Contract Engineer (in Commercial department in Kuwait National Petroleum Company ( **KNPC**))
- 5- Jun 2015 – Feb 2018 : Senior prequalification and supplier development Engineer ( **KNPC**)
- 6- March 2018 – Sept 2020 : Team Leader External coordination and prequalification ( **KNPC**)
- 7- Oct 2020 – Till date : Team Leader Procurement (**KNPC**)

## Qualification and Education:

- 1- **Professional Diploma in Positive Health** from RCSI 2023
- 2- **MBA**: Master Degree in Project Management Open University 2009
- 3- **BSc**: Civil Engineering, Faculty of Engineering, Kuwait University, June 1993.
- 4- **Associated Certified Coach (ACC) from international Coaching federation ( ICF )**
- 5- **President of ICF Kuwait Chapter** ( 2022 till date )
- 6- **English Language proficiency**: Excellent English language competency level in listening, reading, writing, and speaking skills.
- 7- **Various Training /Seminars/Workshops/Conferences/Presentations** : in different fields and specialties (Project management, Claims, Contracts, Knowledge management, Procurement, Prequalification, Tendering, Human Resources administration, HSE, Coaching).
- 8- **Computer Courses**: (Microsoft word, excel, power point, project and outlook)
- 9- **Oil Studies** (comprehensive course in oil industry).
- 10- **A Certified Trainer**

## Coaching CV

- ICF President – Kuwait Chapter
- ICF Professional Certified Coach (PCC) from ICF
- Arrange and present many webinars regarding Coaching.
- Presentations were attended by more than 1000 people about coaching.
- Participated as speaker ICF conference in Cairo 2022, Oman 2023, Bahrain 2023
- Member in EMCC (European mentoring and coaching council)
- Chair a committee to establish a coaching culture in 8 petroleum companies (20000 employees)
- Internal coaching in KNPC
- ICF Certified Team Coach
- Coaching session for UD employees in KNPC
- Presentations about organizational Wellbeing
- Member of the Talent Management Program: Coaching culture in organizations
- A Mentor Coach
- Head of Coaching Committee in sanctuary (business center for women)

## Committees and Participations and experience :

- Member in E-Tendering Committee in MPW
- Member in Claims Committees in MPW
- Member in Contractor and Consultant Evaluation Committee in MPW.
- Chairman of committee to put criteria for consultant qualification in MPW
- Chairman of Bid opening Committee for Internal Tendering Committee in KNPC
- Chairman of Bid opening Committee for Higher Tendering Committee in KNPC
- KNPC representative in Central Agency for Public tenders
- KNPC representative in Oil Sector High Tendering Committee
- Secretary of KNPC Internal Tendering Committee
- Member of EPC Committee for Qualification of international Contractors in KNPC
- Member of (KNPC,KOC,PIC ) Contract Committee to unified ; Model Document, claims and dispute handling procedure ,KPI's , and Cycle Time Enhancement in KNPC
- Member in Training new Engineers in MPW
- Member in Training UD in KNPC
- Member in Training seniors in KNPC.
- 6 sigma Team Member with project (Contract Cycle Time Reduction) in KNPC
- Participation as speaker in Quarterly Commercial Coordination Meeting between KOC, KNPC, PIC & Equate through presentation on Contractor Evaluation Procedure in KNPC
- Participant as speaker in Quality Circle Meeting (Presentation on Maintenance Contracts in KNPC
- Participant in Quality Circle Meeting (Establishing Claims Procedure) in KNPC
- Member of the Contractor and Vendor Evaluation Committee that investigates contractors and vendors' applications for the qualification in KNPC various Contracts/Vendors /consultants (local and international).
- Member in updating the Tendering bylaw committee.
- Member of Center of Excellence for Contract.
- Keynote speaker in KOC Mentoring Innovation Forum 2020
- Member in Cost Reduction Committee
- Played a very effective and direct role in the Designing and implementing the Contractor and consultant evaluation procedure in KNPC.
- Key speaker in BOT conference based on the experience in handling BOT projects.
- Internal Coach in KNPC
- Member in Talent Program in KOC (my project: Cost Reduction through knowledge transfer)
- Member in Talent Program in KNPC (my project: Coaching Culture in organizations)
- Got several appreciations / got several best employees awards / got several thank you cards.

## Skills & Competences

- 1- Leadership & Management skills (motivation and controlling of multi-discipline/level and technical work force).
- 2- High work change adaptability.
- 3- Excellent communication and writing skills (Arabic and English).
- 4- Very effective meeting administration.
- 5- Simultaneous multitask execution.
- 6- Standard computer skills (excel, word, power point, outlook).
- 7- High work performance motivations (Investing in Employees)
- 8- Claim and dispute negotiation skills.
- 9- Coaching Employee for performance and Leadership.
- 10- Future focused, Catalyst of change and development and have the patient for it.

## Interests:

- 1- Reading
- 2- Traveling
- 3- Poetry

## Referees:

- 1- Mrs. Wadha Alkhateeb CEO (KNPC)

## My Training History (English Trainings)

Title	Start Date	End Date	Location
Achieving Commercial Excellence	27/11/2023	28/11/2023	Kuwait
Happiness Effect Conference 'Nurturing Happiness & Mental Well-being in the Work	14/11/2023	14/11/2023	Kuwait
How to approve a course request from an employee	11/10/2022	11/10/2022	Kuwait
Interview Skills for Recruitment & Promotion (Arabic)- Team Leaders	07/11/2022	07/11/2022	Kuwait
Leadership Development Skills for KNPC Team Leaders (KNPC)	18/09/2022	22/09/2022	Kuwait
Collaborative Leaders & the Greatest Power	15/09/2021	16/09/2021	Kuwait
KNPC Toastmasters Club	15/09/2021	15/09/2021	Kuwait
Energy Market Outlook 2021	11/01/2021	11/01/2021	Kuwait
The Disney Way: Succeeding in Change Management	02/12/2020	02/12/2020	Kuwait
Leadership Excellence for Women Awards and Symposium (LEWAS 2020)	27/10/2020	29/10/2020	Kuwait
Mastering New Challenges: Leading Change & Managing Performance	08/03/2020	08/03/2020	Kuwait
360 Degree Leadership Program: Session2	09/02/2020	13/02/2020	Kuwait
Transformational Leadership - TM Speaker Event	05/12/2019	05/12/2019	Kuwait
شرح وتطبيق قانون المناقصات العامة ولائحته التنفيذية وفقا لأحدث التعديلات	13/10/2019	17/10/2019	Salmiya Kuwait
Business Needs Essentials Day 2	12/09/2019	12/09/2019	Kuwait
Success Under Pressure - Aug2019	26/08/2019	30/08/2019	London - UK
شرح و تطبيق قانون المناقصات العامة و اللائحة التنفيذية March19	03/03/2019	07/03/2019	Kuwait
Building Capabilities	04/02/2019	04/02/2019	Kuwait
Happiness at Work - December 2018	05/12/2018	06/12/2018	Kuwait
Coaching - Personal Leadership Program Session 3	14/10/2018	18/10/2018	Kuwait
The Cave	10/10/2018	11/10/2018	Kuwait
The KNPC Journey Towards Leadership Excellence 2018: Session 1	01/10/2018	05/10/2018	Munich - Germany
BTEC in Management Unit 4: Coaching Skills in Team Leading and Management G1	11/02/2018	15/02/2018	Kuwait
Orchestrating Team Performance - Team Leaders	30/10/2017	31/10/2017	Kuwait
Plan Pro Planning & Organization Board Simulation (29-30/10/2017)	29/10/2017	30/10/2017	Kuwait
Autonomy- Decision Making & Problem Solving (UD's Workshop)	22/10/2017	22/10/2017	Kuwait
The Essentials of Contracting 3	13/08/2017	17/08/2017	Dubai - UAE
What Motivates Me 18/4/2017	18/04/2017	18/04/2017	Kuwait
Commercial Negotiation including Legal aspects	26/03/2017	28/03/2017	Kuwait
Competency Development for Supervisory Excellence - Session 8	25/12/2016	29/12/2016	Kuwait

ورشة عمل "استراتيجيات النجاح والتميز في العمل" ٢٠١٦/١٢/٧	07/12/2016	07/12/2016	Kuwait
CPJ-4-16 Management and Leadership for Women in Petroleum Industry	20/11/2016	25/11/2016	Tokyo - Japan
Contract Risk and Mitigation Measures	30/10/2016	03/11/2016	Kuwait
Power Session Work Shop 11/8/2016	11/08/2016	11/08/2016	Kuwait
Train The Trainer (08-12 May 2016)	08/05/2016	12/05/2016	Kuwait
إدارة الضغوط في بيئة العمل ٢٠١٦/٥/١	01/05/2016	01/05/2016	Kuwait
Mastering Communication and Interpersonal Skills	04/04/2016	07/04/2016	Kuwait
Customized In-House Leadership Program For KNPC Females with Henley - Mar 2016	13/03/2016	17/03/2016	Kuwait
أثر الحوافز المعنوية على أداء العاملين ٢٠١٦/٣/٢	02/03/2016	02/03/2016	Kuwait
Effective Presentation Skills & Techniques 17- 21/1/2016	17/01/2016	21/01/2016	Kuwait
Contract and Risk Management, Tendering and Selecting Contractors 13-17/12/2015	13/12/2015	17/12/2015	Kuwait
Negotiating & Dispute Resolutions	23/08/2015	27/08/2015	Dubai - UAE
E-Sourcing Training 18aug2015-104-150818	18/08/2015	18/08/2015	Kuwait
Amicable Dispute Settlement	15/03/2015	19/03/2015	Kuwait
Management of Contract & Contract Claims 3	22/02/2015	26/02/2015	Dubai - UAE
Contract Negotiation Skills Workshop	20/01/2015	22/01/2015	Kuwait
FIDIC and Other Model Contracts and International Contract Laws	04/01/2015	08/01/2015	Kuwait
Environmental Promotional Campaign	27/11/2014	27/11/2014	
Contract and Customer Relationship Management related to Oil and	03/08/2014	07/08/2014	Kuwait
Contract Risk Management & Compliance	09/02/2014	13/02/2014	Dubai - UAE
KNPC Bravo – E-tendering	03/11/2013	03/11/2013	Kuwait
Bullet Proof Manager II Program	29/10/2013	29/10/2013	Kuwait
Supervision Skills - Advanced	24/06/2013	27/06/2013	Kuwait
Creativity in the workplace for Engineering	27/05/2013	30/05/2013	Kuwait
Self Development	20/05/2013	23/05/2013	Kuwait
Mentoring & Coaching Program For Seniors Level 13/14 - session 6	19/05/2013	23/05/2013	Kuwait
certificate program in conflict management for project and contract managers	28/04/2013	16/05/2013	Kuwait
Bullet Proof Office Professional	24/04/2013	24/04/2013	Kuwait
Tendering Activities from ITB Assignment to CPO Execute (KNPC)	14/04/2013	18/04/2013	Kuwait
Dealing With Others	08/04/2013	11/04/2013	Kuwait
Bullet Proof Office Professional	08/04/2013	08/04/2013	Kuwait
Procurement Best Practices	24/02/2013	28/02/2013	Dubai - UAE
Leadership and Team Building	14/01/2013	17/01/2013	Kuwait
Portfolio Management (KNPC)	04/12/2012	06/12/2012	Kuwait
Environmental Promotional Campaign	03/12/2012	03/12/2012	
Change Management Advanced	01/10/2012	03/10/2012	Kuwait

Self Development	24/09/2012	27/09/2012	Kuwait
Performance Improvement Planning	10/09/2012	13/09/2012	Kuwait
Think and Act Strategic	10/09/2012	13/09/2012	Kuwait
Team work and team Building	04/06/2012	07/06/2012	Kuwait
مؤتمر تطوير استراتيجيات ادارة العقود وتقييم المناقصات	28/11/2011	29/11/2011	Kuwait
Financial Planning, Control and Performance Management (KOC)	26/09/2011	29/09/2011	Kuwait
Practices and Oil Bidding	18/07/2011	21/07/2011	Kuwait
Construction Tendering - Preparation, Submittal, Analysis & Award	22/05/2011	26/05/2011	Kuwait
Leadership, Strategy Implementation and Decision Making Workshop	18/04/2011	22/04/2011	Kuala Lumpur
Project Management	03/04/2011	07/04/2011	Kuwait
Risk Management & Allocation, Parties Obligation, Contract Planning, Documentation	06/02/2011	10/02/2011	Dubai
Economic Evaluation and Risk Analysis Foundations	16/01/2011	20/01/2011	Kuwait
10th Annual Conference for Enhanced Building Operations (ICEBO2010)	24/10/2010	28/10/2010	Kuwait
FIDIC Standard Conditions of contract (1)	07/03/2010	11/03/2010	Kuwait
PMP Certification Exam Preparation	06/02/2010	12/02/2010	Kuwait
In-House "Negotiation Skills for Contract Specialist" S2	08/11/2009	12/11/2009	Kuwait
MANAGING & SUPERVISING PROJECTS, CONSULTANTS & CONTRACTORS [08-13/11/2009]	08/11/2009	13/11/2009	Kuala Lumpur - Malaysia
KNPC - HOW TO PERFORM RISK TREATMENT ANALYSIS-	20/08/2009	20/08/2009	Kuwait
in house training on claims settlement & arbitration process	01/05/2009	05/05/2009	Kuwait
in house training on contract prof course	05/04/2009	09/04/2009	Kuwait
Time Management	16/03/2009	19/03/2009	Kuwait
Insurance Policies for Contract Specialist	18/01/2009	22/01/2009	Kuwait
Contract Bond And Guarantee	04/01/2009	08/01/2009	
in house training on contract bond and guarantees (04-08/01/2009)	04/01/2009	08/01/2009	Kuwait
Creative Problem Solving	23/06/2008	26/06/2008	Kuwait
APEX - FEMALE SESSION	15/06/2008	18/06/2008	Kuwait
Illegal Office Ethics (Arabic)	13/04/2008	17/04/2008	Kuwait
Planning Skills - Basic	24/03/2008	27/03/2008	Kuwait
-MANAGING & NEGOTIATING WITH CONSULTANTS & CONTRACTORS-	25/11/2007	29/11/2007	Dubai - UAE
الاستراتيجيات الحديثة لإدارة عقد الأشغال العامة الانشائية	14/04/2007	18/04/2007	Kuwait
Contract Administration and Management	11/02/2007	14/02/2007	Kuwait



## My Training History (Arabic Trainings)

عنوان الدورة	تاريخ الدورة	عقدت الدورة في :
المؤتمر الخليجي للمشتريات	29-30/11/2023	Kuwait
الاستراتيجيات الحديثة لإدارة عقد الاشغال العامة الانشائية	٢٠٠٧/٤/١٨-١٤	Plaza Hotel
Contract Administration and Management	٢٠٠٧/٢/١٤-١١	Crown Plaza
المشاركة باعطاء دورات اختيار المقاولين لتأهيل المهندسين حديثين التخرج بالوزارة	٢٠٠٦/١/٨-٢٠٠٥/١١/١٩	وزارة الأشغال العامة
تدريب المدربين	٢٠٠٥/١١/١٤-١٢	وزارة الأشغال العامة
تتقيف المهندسين العاملين بقطاع الطرق والصحية بالوزارة بإجراءات التعاقد واختيار المقاولين	٢٠٠٤/١٢/٢٩-١١	وزارة الأشغال العامة
تتقيف المهندسين العاملين بقطاع المشاريع الإنشائية بالوزارة بإجراءات التعاقد واختيار المقاولين	٢٠٠٤/ ١٢/٨-١١/٢٠	وزارة الأشغال العامة
تتقيف المهندسين العاملين بالوزارة بالإجراءات المطلوبة لتطبيق قانون ديوان المحاسبة	٢٠٠٣/١٢/١٠-٦	بوزارة الأشغال العامة بالتعاون مع إدارة التدريب والبحوث والمنظمات الدولية بديوان المحاسبة
المشاركة بالملتقى الهندسي الخليجي السابع	٢٠٠٣/١٠/١	جمعية المهندسين الكويتية
برنامج مايكروسوفت أكسس أكس بي ( مبتدئ - متوسط - ومتقدم )	٢٠٠٣/٦/٤-٥/٢٤	إنفو سنتر
المشاركة بتقديم محاضرات للمهندسين حديثو التخرج بوزارة الأشغال العامة لتأهيل مهندسي العقود بالوزارة	٢٠٠٣/٣/١٩-٩	وزارة الأشغال العامة بالتعاون مع كلية الهندسة والبتترول
استخدام تكنولوجيا الوسائط المتعددة في التطوير والإبداع الهندسي	٢٠٠٣/٣/٢٧-٢٣	وزارة الأشغال العامة بالتعاون مع كلية الهندسة والبتترول
المشاركة بتقديم محاضرات للمهندسين حديثو التخرج بوزارة الأشغال العامة لتأهيل مهندسي العقود بالوزارة	٢٠٠٢/٣/٢٠-٩	وزارة الأشغال العامة بالتعاون مع كلية الهندسة والبتترول
المطالبات والنزاعات الهندسية	٢٠٠١/١١/٧-٣	وزارة الأشغال العامة بالتعاون مع إدارة الخبراء بوزارة العدل
تطوير الأنترنت باستخدام برنامج فيجوال انتر ديف	2000/2/16-5	أنفو سنتر
دورة قانونية بالقانون الإداري وقانون الخدمة المدنية وقانون الجزاء والتحكيم	١٩٩٨/١٢/١٣-١٠/١٧	معهد الكويت للدراسات القضائية والقانونية
إدارة المشاريع باستخدام برنامج بريما فيرا	١٩٩٨/٧/٢٢-٤	جامعة الكويت
برنامج أكسس ٩٧ مبتدئ	١٩٩٨/٦/ ١٩-١٣	مركز نيو هورايزون
برنامج باوربوينت ٩٧ ( متوسط )	١٩٩٨/٦/١١-١١	مركز نيو هورايزون
برنامج باوربوينت ٩٧ ( مبتدئ )	١٩٩٨/٦/٤-٤	مركز نيو هورايزون
برنامج كوريل درو ٧ مبتدئ	١٩٩٨/٥/٢٨-٢٨	مركز نيو هورايزون

برنامج إكسل ٩٧ (متوسط)	١٩٩٨/٥/٢١-٢١	مركز نيو هورايزون
برنامج اوتلوك	١٩٩٨/٦/١٩-١٩	مركز نيو هورايزون
مقدمة للإنترنت	١٩٩٨/٤/٣٠-٣٠	مركز نيو هورايزون
برنامج وورد ٩٧ (متوسط)	١٩٩٨/٤/٢٣-٢٣	مركز نيو هورايزون
برنامج ويندوز ٩٥ (متوسط)	١٩٩٨/٤/٥-٥	مركز نيو هورايزون
برنامج وورد ٩٧ (مبتدئ)	١٩٩٨/٤/٤-٤	مركز نيو هورايزون
برنامج إكسل ٩٧ (مبتدئ)	١٩٩٨/٤/٢-٢	مركز نيو هورايزون
تعليم الطباعة (عربي وانجليزي)	١٩٩٨/٤/١-٣/٢٨	مركز نيو هورايزون
برنامج ويندوز ٩٥ (مبتدئ)	١٩٩٨/٣/٢٦-٢٦	مركز نيو هورايزون
طرح المشروع : تحضير المستندات ، تحليل الأسعار والترسية	١٩٩٨/٣/١٦-١٤	بروجاكس
إدارة المشاريع والتحكم بالقيمة	١٩٩٦/٥/٢٢-٢٠	مكتب المهندسين الكويتيين
برنامج كوريل درو متقدم	١٩٩٥/١١/٢٩-١٨	مكتب الجريسي
برنامج وورد ٦ متقدم	١٩٩٥/١١/١٥-٤	مكتب الجريسي
إدارة المشاريع	١٩٩٥/٣/٢٩-١٩	سنغافورة
مقدمة بالحاسب الشخصي والنوافذ	١٩٩٤/٧/٢٧-٢٣	وزارة التخطيط
تخطيط وإدارة المشروع باستخدام برنامج البريم فيرا	١٩٩٤/٥/٣١-٢٩	وزارة الأشغال العامة
التعاقد باستخدام الفيديك الجديد	١٩٩٤/٥/٤-٣	بروميس (في دولة دبي)
بريما فيرا	١٩٩٤/٤/٦-٢	جامعة الكويت
التطبيقات باستخدام أي بي أم	١٩٩٢/٧/١٣-٥/٣٠	جامعة الكويت