

DARWISH M. QANNAN

AI Project Coordinator / Data and Performance Analyst

darwishqannan@hotmail.com / darwishqannan.com / linkedin.com/in/dr-darwish / Riyadh, KSA

PROFESSIONAL SUMMARY

Results-driven AI Project Coordinator and Data Analyst with 10+ years of cross-industry experience spanning government consulting, fintech, insurance, and healthcare. Currently delivering AI transformation projects for government entities at Ideal Innovation House (IIH), covering delivery tracking, performance reporting and executive dashboards aligned with Vision 2030. Proven ability to bridge business strategy with data-driven execution, translating complex requirements into actionable insights and scalable solutions. Preparing for the PMP exam, planned for Q4 2026, to formalize hands-on project management experience.

PROFESSIONAL EXPERIENCE

AI Project Coordinator and Data Analyst

Ideal Innovation House (IIH) / AI Consulting and Government Delivery / iih.ai May 2026 - Present

- Designed and built multi-tab Excel tracking workbooks for two government entity engagements, giving real-time team performance visibility across 10+ team members
- Built HTML/JS performance dashboards used by senior management and client stakeholders to track an AI solutions portfolio across multiple delivery sectors
- Structured shared Google Drive folders for collaborative government project delivery, standardizing document hierarchy across 9+ departments
- Developed and maintained unified document templates (DOCX) for a government client, ensuring brand compliance and delivery consistency

Data and Team Performance Analyst

HALA Logistics [Fintech] 2024 - 2025

- Solely managed B2B team performance tracking, monitoring conversion rates, activity metrics, and pipeline health for the dedicated B2B division
- Maintained data integrity across Excel trackers and CRM platforms, ensuring accuracy of all reporting outputs
- Produced ad-hoc reports, profiling decks, and event-related analysis as requested by senior management

Business Development Supervisor

HALA Logistics [Fintech] 2022 - 2024

- Supervised a Sales Developer team across Riyadh (12 direct) and nationwide (30 total), overseeing daily activity and performance reporting
- Produced daily KPI reports for a 30-member national team, distributed to team leads and C-level management via structured WhatsApp and email reporting
- Delivered 2 formal weekly reports: a team-level performance review presented to direct management, and a department-level report escalated to Senior Leadership
- Resolved escalated merchant and customer issues, maintaining service quality across fintech payment operations
- Analyzed sales metrics and market data to inform team strategy and optimize individual performance

Office and Sales Manager

World of Labs 2019 - 2022

- Managed client retention strategy and new business acquisition, growing the existing client base while maintaining loyalty programs
- Handled end-to-end deal closure: quotations, invoicing, contract management, and client communications in Arabic and English
- Organized and digitized company documentation and archiving systems

Insurance Underwriting Admin

DAAM Insurance Broker Company 2013 - 2019

- Closed insurance agreements with 23+ government ministries and public sector entities, building long-term institutional relationships
- Advanced from Sales to Underwriting Admin based on IFCE certification and trilingual proficiency (Arabic, English, Urdu)
- Monitored client satisfaction and resolved complex policy issues across all insurance lines

Insurance Sales Agent

Al Ahlia Cooperative Insurance Company

2011 - 2013

- Managed insurance product sales and client onboarding across individual and corporate segments

Resident Dentist

King Saud Medical Hospital (KSMH) / Al Shumaisi Hospital

2010 - 2011

- Provided clinical dental services including diagnostics, extractions, and root canal preparation; referred complex cases to specialists

INDEPENDENT PROJECTS

darwishqannan.com

Personal portfolio, designed and built independently

2026

- Interactive dashboards and browser-based tools built from concept to deployment, using fictional data only
- Includes a private in-browser spreadsheet health check and a live meeting cost calculator

CORE COMPETENCIES

Project Management: AI Project Delivery / BRD Lifecycle / Stakeholder Management / Government Consulting / Vision 2030 Alignment

Data and Analytics: Performance Reporting / KPI Tracking / Data Visualization / Excel (Advanced) / PowerPoint Storytelling

Tools and Platforms: Microsoft Office Suite / Google Workspace / CRM Systems / Firebase / GitHub / HTML/JS Dashboards / Chart.js

Soft Skills: Cross-functional Collaboration / Executive Communication / Process Optimization / Problem Solving / Leadership

Languages: Arabic (Native) / English (Professional) / Urdu (Conversational)

EDUCATION AND CERTIFICATIONS

- PMP (Project Management Professional) - In Progress, exam planned Q4 2026
- Google Project Management Certificate - Google / Coursera, 2024
- Google Advanced Data Analytics Certificate - Google / Coursera, 2024
- Google Data Analytics Certificate - Google / Coursera, 2024
- Digital Marketing Specialist - Simplilearn, 2021
- IFCE Certificate (Insurance) - SAMA / Saudi Central Bank, 2013
- Bachelor of Dental Surgery - Liaquat University of Medical and Health Sciences, 2008

REFERENCES

Available upon request.