


MOHAMMED HAMAD AL-MUSHAITI

CONTACT

 +966 530773220



m.almushaiti@hotmail.com

SUMMARY

Project Manager certified in PMP and CCNA, with over five years of experience in project management, procurement, contracts, and working on government platforms. Throughout my career, I have led team coordination, resource management, and conducted risk analysis while developing effective mitigation strategies. I have consistently worked to strengthen communication among stakeholders to ensure high efficiency and quality in project delivery. I'm known for my analytical thinking and continuous drive for performance improvement and productivity across all areas of my work.

QUALIFICATION

Diploma in Computer Networks Technology

Global Knowledge Higher Institute for Education

GPA: 4.22 / 5

2 Years

Certifications & Courses

- Project Management Professional (PMP) – PMI
 - Cisco Certified Network Associate (CCNA) – Assistant Network Engineer
 - Computer Maintenance Fundamentals
 - Leadership Training
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EXPERIENCE

Administration, Projects & Procurement Manager

Triangle Projects Contracting Est

January 2023 – Present

- Project Scope and Phases Management
- Project Planning and Scheduling
- Cost-Benefit Analysis
- Procurement Plan Development and Execution

Commercial Designer

Al Shaya Company, H&M Store

July 2021 – August 2022

Customer Service Representative

Smart Link Company

November 2020 – May 2021

Sales Representative

Fawaz Al-Hokair Company, Zara Store

September 2019 – November 2020

Sales Representative

Telecommunications Company

3 months

Data Entry Clerk

Mskan Al-Majdal Contracting Company Ltd.

December 2015 – September 2016

Sales Representative

Abdullah Saleh Al-Othaim Markets Ltd. and its branches

August 2015 – November 2015

SKILLS

- Effective Communication Skills
- Contingency Planning
- Strategic Planning
- Project Scope Management
- Performance Monitoring using KPIs
- Change Management
- Meeting Organization and Minutes of Meeting (MoM) Follow-up
- Quality Control & Assurance
- Project Reporting
- Risk Management
- Organizational Skills
- Teamwork Skills
- Problem-Solving Skills
- Alternative Solution Development
- Report Writing Skills
- Planning and Organization
- Record Keeping Skills
- Operational Knowledge
- Team Leadership Skills
- Crisis Management
- Accuracy and Execution Skills
- Microsoft Office Proficiency

LANGUAGE

- Arabic
- English