MOSTAFA ATTYA MOHAMED

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Career Objective

I am a results-oriented Technical Project Manager with over 8 years of experience, specializing in tech projects within the Ed-tech field. I have a proven track record of managing teams, executing strategic plans, and delivering high-quality results. My passion lies in leveraging AI to create innovative solutions that enhance human life. I am seeking a dynamic organization committed to innovation and continuous improvement.

Work Experience

Yaschools - Full-time, KSA
Project Manager, Mar.2024 – Present

- Led the development of a user-friendly UX for Yaschools.com, simplifying user navigation and facilitating access to services.
- Successfully implemented ClickUp as a project management tool, streamlining task management and improving team collaboration through training and initial setup.
- Managing project timelines, resources, and teams to ensure successful delivery.
- Led the Operation and Development of the National E-Learning Center Project at Reyada Innovation (Sister Company of Yaschools).

Maqasid Institute - Part-time, Remote, USA
Website Manager and project coordinator, Jan.2021 – Present
- Implementing educational programs on the Moodle platform.
- Managing Maqasid website development and technical team.
- Conducting data analysis and visualizing membership metrics.

Reach Arabia (Jeel School App) - Full-time, Egypt
Project Manager, Jan.2023 – Dec.2023

- Worked on educational content for both the Egyptian and Saudi Arabian curricula.
- Managed the creation of over 30,000 high-quality educational items including audio, motion graphics, and interactive content.
- Designed a reporting dashboard for executives to track the project's progress.

Authentic Coaching Academy - Part-time, Remote, Egypt
Operations & Logistics Coordinator, Oct.2021 – June.2022
- Coordinated an online training program certified by the ICF for participants from 5 countries.
- Organized the organization's annual conference which was attended by +200 participants.

NAS Meshkat - Full-time, Egypt
Co-Founder & Project Manager, Aug.2020 – Aug.2022

- Designed tech-driven learning experiences for non-Arabic speakers.
- NAS Meshkat has reached learners from 8 countries in 4 continents.
- Developed a user-friendly website for online registration and management.
- Developed and managed budgets for educational programs and activities.

DAR Meshkat - Full-time, Egypt
Operations Manager, Jan. – Oct. 2018

- Developing and implementing the annual activity plan for the organization, which includes 5 programs throughout the year that serve +250 students per program.
- Managing the finances of all sources for the annual budget.
- Developing marketing plans for Meshkat programs.

Programs Coordinator, Jan. – Dec. 2017

- Developing and implementing a learning level management plan that resulted in an increase in the expected number of students by 25%.
- Creating schedules for each program that +40 sessions per week.
- Monitoring and managing the activities of +25 teachers during the program.

Character Building Coach, Jan. – Dec. 2016

Courses & Certificates

Finance for non-Financial Managers, Inspire, 2024
Product Management First Steps, LinkedIn Learning & PMI, 2023
Take Step Forward, Mckinsey Academy, 2022
Team & Culture Transformation Coaching, Authentic Academy (ICF), 2022
Google PMP (Project Management Foundation), Coursera, 2021
Data Analysis, Udacity, 2020
PRMG, AUC, 2016
- 010 – Project planning & Control techniques
- 020 - Management of Project Resources
- 030 – Project budgeting & Financial control
- 095 – Risk management

Education Background

Bachelor of Architecture, May 2014, Earned excellent grade in the graduation project.

Skills

Computer
MS Office tools (Excel, Word, PowerPoint, and Outlook)
Online Management tools (ASANA, Trello, ClickUP, and Notion)
Design and Editing tools (Photoshop, Illustrator, Canva, Final cut Pro, and Audacity)
Python Lang., Beginner
SQL Lang., Beginner

Languages
Arabic, Mother tongue
English, Very good