

# MOHAMED BOULKASSOUM BOULKASSOUM

5th-year student in Information Systems Management and Governance  
Aspiring IT Project Manager

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## PROFESSIONAL EXPERIENCE

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### Project Manager (Intern)

Solidarity World | Remote | September 2024 – January 2025

- Coordinated development teams for a collaborative platform
- Led software development and technical project oversight
- Managed Agile projects using Trello and Microsoft Teams
- Facilitated cross-functional team communication and project deliverables

### Project Coordinator – Inventory Management Application (Sincoshop)

ENSAO | Oujda, Morocco | February 2024 – June 2024

- Coordinated a team of 4 in designing and implementing a stock management system
- Conducted functional analysis and gathered project requirements
- Delivered the project on time while ensuring quality of deliverables
- Applied project management methodologies and team leadership skills

### Project Coordinator – Medical Appointment Booking System

ENSAO | Oujda, Morocco | September 2023 – December 2023

- Acted as project coordinator to assign tasks and track progress
- Implemented Agile methodology: sprints, backlog monitoring, and team meetings
- Improved team collaboration and project planning skills
- Managed project timeline and stakeholder communication

## EDUCATION

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### Engineering Degree in Information Systems Management and Governance

ENSAO | September 2021 – September 2026 (Expected)

### Scientific High School Diploma

CSP L'Eau Vive | October 2021 – September 2022

- Graduated with Honours

## CERTIFICATIONS

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- Google Project Management (in progress) – Coursera
- Agile with Atlassian Jira – Atlassian
- Introduction to Agile Development and Scrum (with Honors) – IBM
- Scrum Fundamentals Certified (SFC) – VMEdu
- Managing as a Coach – University of California, Davis
- Power BI Fundamentals – LinkedIn Learning
- Excel VBA for Beginners – LinkedIn Learning

## TECHNICAL SKILLS

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### Project Management:

- Agile methodology and Scrum fundamentals
- Project planning and task prioritization

- Resource coordination and team leadership
- Risk management and quality assurance

#### **Operations and Process Support:**

- Workflow documentation and process improvement
- Business analysis and requirements gathering
- Reporting with Excel and Power BI
- Performance monitoring and optimization

#### **Tools and Platforms:**

- Microsoft 365 (Excel, PowerPoint, Teams, Word, Project)
- Project management tools: Trello, JIRA (basic), Notion
- Data analysis: Power BI (basics), Excel VBA
- Design and collaboration: Canva, Microsoft Teams

#### **Programming and Development:**

- Web development and database management
- System analysis and software design
- Version control with Git and GitHub
- Technical documentation and testing

### **CORE COMPETENCIES**

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- Analytical thinking and problem-solving
- Strategic planning and decision-making
- Team collaboration and leadership
- Stakeholder management and communication
- Adaptability and continuous learning
- Time management and organization
- Quality assurance and attention to detail

### **LANGUAGES**

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- French: Native proficiency
- English: Advanced proficiency
- Arabic: Native proficiency
- German: Beginner level

### **KEY ACHIEVEMENTS**

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- Successfully managed multiple academic projects with teams of 4+ members
- Implemented Agile methodologies in academic and professional settings
- Delivered projects on time while maintaining quality standards
- Led cross-functional teams in software development projects
- Developed technical solutions for real-world business problems
- Maintained high academic performance while gaining practical experience