

TAREK MUSTAFA

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SUMMARY

Results-driven Project Manager with 5+ years' experience in delivering projects. Expertise in stakeholder management, risk mitigation, and cross-functional team coordination. Eager to leverage data analysis, automation, and AI for enhanced project efficiency and outcomes.

WORK EXPERIENCE

Associate project manager, DIENST TOESLAGEN

November 24 – May 25

- Optimized project planning by integrating key milestones and timelines, improving project visibility.
- Streamlined cross-functional collaboration through facilitated meetings, ensuring clear actions and next steps.
- Proposed migration of Excel-based project planning to Jira, enhancing efficiency and team coordination.

Project manager / Marketing technologist, FASTTRANSLATOR

September 22 – May 24

- Boosted organic traffic for the German website by 20% through strategic content creation and SEO optimization.
- Managed and optimized digital marketing campaigns using Google Analytics, significantly increasing customer acquisition.

Project manager, TSYS EUROPE

June 13 – May 22

- Successfully delivered various payment-related projects, overseeing the entire lifecycle from initiation to deployment.
- Collaborated effectively with cross-functional teams to track progress and guarantee on-time project completion.
- Maintained oversight of project progress, mitigated risks, and communicated regular updates to key stakeholders.

SKILLS

- Workflow Optimization: Leveraging Data Analysis, Automation, and AI to enhance operational efficiency.
- Stakeholder & Team Collaboration: Effective collaboration with stakeholders and cross-functional teams.
- Project Planning & Accountability: Creating clear, accountable project plans, ensuring transparency and successful execution.
- Data-Driven Decision Making: Utilizing a data-driven approach for informed strategic decisions.

CERTIFICATES

- AWS Cloud Practitioner
- PRINCE2 Practitioner
- SCRUM Master

LANGUAGES

- German
- English
- Dutch

EDUCATION

- Media Informatics | Technology Arts Sciences, DE | 2001 - 2005