

# Nawaf Almousa

## Contact

### Address

Riyadh, Saudi Arabia

### Phone

056 567 6455

### E-mail

nawaf.almou@gmail.com

## Skills

Project Management & Planning

Analytical and Critical Thinking

Agile Methodologies

Vendor Management

Effective Communication Skills

## Software

Microsoft Projects

Primavera

EPM System

DevOps

## Languages

Arabic

English

Motivated Project Manager experienced in planning & controlling all stages of projects from inception through monitoring and closing, exceeding expectations of being on time and on budget. Well-versed in information technology projects planning and deployment.

## Work History

2022-09 –  
Current

### Projects Manager

*Ministry of Human Resources and Social Development, Riyadh*

2020-06 –  
2022-08

### Project Management Specialist

*Saudi Space Commission, Riyadh*

- Developed and initiated project management plans to guide projects from conceptualization to implementation and maintenance.
- Collaborated with stakeholders and business owners to understand business needs.
- Prioritized, coordinated, and tracked progress of the Software Development Life Cycle to ensure deliverables and milestone dates were met on or before deadlines.
- Planned Agile best practices and encouraged team cohesion, overcoming impediments and hurdles to productivity.

### Key Achievements

- Managed "Space Scholarship" project which created opportunities for more than 20+ student to study abroad in top universities around the world in space field.
- Managed "Archiving System" project. switching into paperless environment by digitalizing documents archiving and reaching.
- Managed 10+ of Saudi Space Commission initiatives that targeted more than 10000 beneficiaries.
- Awarded as member of Team of the Year by MCIT Minister.

2020-02 -  
2020-06

### Business Analyst

*Saudi Space Commission, Riyadh*

- Analyzing business needs.

- Analyzing design of technical systems and business models.
- Defining objectives and scope of business system.

2019-09 -  
2019-12

### **Cooperative Education Student**

*Saudi Central Bank, Riyadh*

## **Education**

2014-01 -  
2019-01

### **Bachelor of Management Information System**

*King Saud University - Riyadh*

## **Certifications**

2022-04

Fundamentals of Digital Transformation

2020-12

Team Foundation Server

2020-10

PMP Exam Prep Training