



MOZA ALKAABI

Project Management Officer

PROFILE

I'm a talented project manager officer with 1 Year of experience moving projects toward success. Dedicated to working hard to fulfill company and project goals. Highly experienced in managing schedules, identifying and limiting risks, and maintaining all crucial documentation of work done. Motivated team player to solve issues, devise creative solutions, and ensure smooth sailing.

PERSONAL INFORMATION

+971 50 784 1271

mozaalkaabi50@gmail.com

UAE - Alain

February 6th, 1997

EDUCATION

Bachelor of Science: Information System

2015 - 2022 | Sultan Qaboos University
- Muscat

Diploma of Higher Education

2015 | Alshyam High School, Abu Dhabi -
Al ain

COMPUTER SKILLS

- Web Design
- HTML + CSS
- Oracle SQL live
- MS-Office
(Word, PowerPoint, and Excel)
- PHP, Laravel
- Java
- C#

EXPERIENCE

Project Management Officer

Jun 2022 - Aug 2023 | My Technology - UAE, Alain

- Understanding the Projects' requirements, budget & Revenue
- Development and maintenance of project plans
- Work with the development team to execute the PMO requirements (design, operations, production, actual execution)
- Collaborate with other Division / Department Managers to define, prioritize, and develop projects.
- Setting quality control standards and tracking implementation.
- Identifying risks, and issues and acting accordingly
- Maintaining regular communication plans with stakeholders, update of the status of the ongoing projects, Preparing and generating project, client related reports as and when required
- Respond to related Client inquiries

Virtual and Augmented Reality

Programming Internship

Mar 2022 - Jun 2022 | roznahcompany

- programming Games and Apps and presenting everyday ideas to develop with the team.

Online Internship

Jul 2020 - Aug 2020 | Gulf Infotech LLC - Oman

- write a report about the company.

COMMUNICATION SKILLS

- Working well individually and within the team.
- Present the articulate results of data analysis clearly and concisely.
- Writing a formal and informal report.
- Present complex information and data to the targeted audience.
- Knowledge of designing office documents effectively.

PERSONAL SKILLS

- Leadership skills.
- Ability at problem-solving.
- Ability to work under pressure conditions.
- Quickly learning new skills.
- Flexible and fast adaptable.
- Thinking outside the box.

HOBBIES

- Photographer
- Graphic Design
- Organizing event.
- Volunteering at local companies, clubs, and organizations.
- Attending events, shows, and exhibitions.

LANGUAGES

- Arabic
- English

Private Lessons

Sep 2021 – Jan 2022 | College of Economics and Political Science – Sultan Qaboos University – Oman

- Providing private lessons in the field of technology
- Providing private lessons in mathematics for economics

ACHIEVEMENTS

I was a leader for many Groups at the University and prepare many activities such as:

- Head of information system group, Sultan Qaboos University. Aug 2021 – Jan 2022.
- Participation in writing of the report the College the EQUIS to re-accreditation the Economic and Political Science College. July 2021.
- Student representative of the information systems department. Aug 2020 – Sep 2021.
- Ehtwa group at Sultan Qaboos University – Vice Head of the Organization Committee at Sultan Qaboos University. Aug 2020 – Des 2021.
- Vice head of information system group. Aug 2020 – Aug 2021.
- Head of Digital Media in Wajjhni, Social workgroup at Sultan Qaboos University. Feb 2020 – Mar 2020.
- Co-Founder of Khutwh_om, injaz Oman. Apr 2018 – Feb 2020.