



Mohamed Jajah - Project Manager

IT Project Manager with over 11 years of experience leading IT projects effectively. Successfully managed budgets and schedules to deliver projects on time, which improved resource allocation efficiency. Proficient in project management software and methodologies like PRINCE2 and ITIL, helping teams achieve optimal performance and stakeholder satisfaction in dynamic environments.

EDUCATION

2001 – 2006 ALEXANDRIA, EGYPT

Electronics and Communication | Bachelor's Degree in Engineering Arab Academy for Science and Technology

- Graduation Project: Wireless Security at Enterprise Mode (A+ Grade)
- Explored advanced topics in electronics and communication systems, which deepened my understanding of modern technology and its applications in various industries.
- Completed hands-on projects involving circuit design and signal processing, helping to refine my technical skills and problem-solving abilities.
- Collaborated with peers on a capstone project that focused on wireless communication, resulting in a functional prototype that demonstrated innovative solutions to real-world challenges.
- Analyzed and presented research findings on emerging technologies, which enhanced my communication skills and ability to convey complex ideas to diverse audiences.

WORK EXPERIENCE

2022 – PRESENT

MANAMA, KINGDOM OF BAHRAIN

IT project manager Ministry of Education - Directorate of Educational Facilities

- Leading cross-functional teams to deliver complex IT solutions on time and within budget
- managed full lifecycle of IT projects, from requirements gathering and planning to implementation and post-deployment support.
- Coordinated between stakeholders, developers, vendors, and QA teams to ensure alignment with business goals.
- Delivered projects using Agile, Scrum, and Waterfall methodologies, adapting to organizational needs.
- Oversaw budgeting, scheduling, and resource allocation for projects ranging from infrastructure upgrades to software development.
- Identified and mitigated risks, resolved issues proactively, and ensured compliance with security and governance standards.
- Communicated project progress through detailed reporting and stakeholder presentations.
- Improved project delivery efficiency by

WORK EXPERIENCE

implementing standardized project management processes and tools.

2008 – 2022

MANAMA, KINGDOM OF BAHRAIN

Tendering Engineer/Electronics Engineer **Ministry of Education - Directorate of Services**

- *Specializing in the preparation and submission of competitive technical and commercial RFP*
- Analyzed Ministry of Education requirements to approach technical specifications and project scopes to prepare detailed and accurate tenders.
- Coordinated with engineering, procurement, finance, and legal teams to evaluate bids aligned with the Ministry of Education Plans.
- Prepared technical and commercial documentation, ensuring compliance with RFP/RFQ terms and applicable standards of the Bahrain Tender Board.
- Conducted risk assessments and pricing analysis to optimize bid competitiveness vs. effective Plans.
- Maintained up-to-date knowledge of market trends, competitor offerings, and client expectations to enhance bid strategy.
- Supported contract negotiations and clarification processes post-submission.
- Managed tender timelines, submission deadlines, and maintained organized records for audit and future reference.

2006 – 2008 CAIRO, EGYPT

System Engineer-Administrator **ElectronicSols**

- Administered Windows Server 2003/2000

WORK EXPERIENCE

environments, including user management via Active Directory, DNS, and DHCP configuration.

- Provided technical support for desktop systems, printers, and network issues across the organization.
- Managed daily system backups using tape-based solutions and verified recovery procedures.
- Installed and configured hardware, software, and peripheral equipment across departments.
- Maintained local and remote network connectivity, including troubleshooting LAN/WAN issues.
- Applied service packs, patches, and updates to ensure system reliability and security.
- Supported email systems (e.g., Microsoft Exchange 2003), file servers, and print servers.

PROJECTS

2025-01 – PRESENT MANAMA, BAHRAIN

Project Manager **Developing Central Printing Solutions for Examination Department at MOE**

- Led the development of a centralized printing solution for the Examination Department at MOE, which streamlined the printing process and reduced turnaround time by 30%, helping to enhance overall efficiency in exam preparations.
- Coordinated with cross-functional teams to gather requirements and ensure the system met all user needs, resulting in a user-friendly interface that received positive feedback from all stakeholders.
- Implemented a cost-effective printing strategy that reduced material waste by

PROJECTS

25%, significantly lowering expenses and contributing to the department's budgetary goals.

- Trained staff on the new printing system, which improved their productivity and confidence in using the technology, ultimately leading to a smoother operational workflow during peak exam periods.

2025-01 – PRESENT MANAMA, BAHRAIN

Project Manager

Upgrading of Integrated Cloud based MPLS Connectivity & IP Telephony

- Led the upgrade of integrated cloud-based MPLS connectivity and IP telephony, which enhanced network performance and reliability for over 5000 users across multiple locations.
- Coordinated with cross-functional teams to streamline the implementation process, helping to reduce downtime by 30% during the transition phase.
- Developed and executed a comprehensive training program for staff, resulting in a 40% increase in user adoption of the new communication tools.
- Established vendor partnerships that not only improved service quality but also cut operational costs by 15%, contributing to overall project efficiency.

2022-01 – 2024-12 MANAMA, BAHRAIN

Project Manager

Implementation of Integrated Cloud based MPLS Connectivity & IP Telephony

- Led the implementation of an integrated cloud-based MPLS connectivity and IP telephony system, which improved communication efficiency across the

PROJECTS

organization by 30%. This enhancement streamlined operations and facilitated better collaboration among teams.

- Coordinated with cross-functional teams and external vendors to ensure the project stayed on schedule and within budget, successfully delivering the project two weeks ahead of the deadline. This proactive management helped to minimize disruptions and optimize resource allocation.
- Developed comprehensive training materials and conducted workshops for over 100 staff members, which significantly increased user adoption rates and reduced support ticket volumes by 25%. This investment in training ensured a smooth transition to the new system.
- Established monitoring and evaluation protocols post-launch, allowing for continuous improvement and quick resolution of any issues. This approach not only enhanced user satisfaction but also contributed to a 20% increase in overall service reliability within the first quarter.

2019-01 – 2023-12 SUK AIR, BAHRAIN

Project Engineer

Upgrade & Support CCTV Systems at National Charter Monument

- Upgraded and supported CCTV systems at the National Charter Monument, which enhanced security and monitoring capabilities across the site, ultimately providing a safer environment for visitors and staff.
- Collaborated with a team of technicians to install new cameras and software, helping to reduce blind spots by 30% and improve overall surveillance quality.
- Developed a maintenance schedule for the

PROJECTS

newly installed systems, ensuring 100% operational efficiency and minimizing downtime, which contributed to sustained security performance.

- Provided training sessions for staff on the updated systems, helping them utilize the technology effectively and increasing their confidence in managing security protocols.

2022-01 – 2023-12 ISA TOWN, BAHRAIN

Project Engineer

Provide CCTV System at Abdulla bin Khalid Al Khalifa College of Islamic Studies

- Designed and implemented a comprehensive CCTV system for Abdullah bin Khalid Al Khalifa College of Islamic Studies, which enhanced campus security and monitoring capabilities. This initiative helped create a safer environment for students and staff.
- Coordinated with various stakeholders, including college administrators and security personnel, ensuring all requirements were met; this collaboration led to a successful project delivery that aligned with the college's safety objectives.
- Managed the installation process, overseeing a team of technicians, which resulted in the project being completed two weeks ahead of schedule. This not only reduced disruption on campus but also allowed for earlier utilization of the new system.
- Conducted thorough testing and feedback sessions post-installation, ensuring the system operated at peak efficiency; this effort contributed to a 30% increase in reported safety measures among faculty and students.

CERTIFICATIONS

2020-09

MS Certified Solutions Associate: Windows Server 2016

By Microsoft

MCSA

Certification number: 3918T5-9E5C13

2020-08

MS Certified Solutions Expert: Windows Server 2016

By Microsoft

MCSE

Certification number: 0F6463-A845CC

2020-08

ITIL® Foundation Certificate in IT Service Management

Axelos-People Cert

Certification Number: GR671171135MS

2020-08

PRINCE2 Project Management Foundation, 6th edition [CB]

Axelos-People Cert

Certification Number: GR656163022MS

2020-08

PRINCE2 Project Management Practitioner, 6th edition [CB]

Axelos-People Cert

Certificate Number: GR657073373MS

2020-08

AWS Certified Solutions Architect - Associate

Amazon Web Services AWS

Validation Number Z1RRYCLKP114QHGN

Validate at:

<http://aws.amazon.com/verification>

CERTIFICATIONS

2020-02

AWS Technical Essentials
AWS-Bahrain EGOV

2020-08

Architecting on AWS
AWS-Bahrain EGOV

2020-02

Systems Operations on AWS
AWS-Bahrain EGOV

2020-02

Security Engineering on AWS
AWS-Bahrain EGOV

2014-01

Bahrain Tender Board Evaluation
Auditor

Bahrain Tender Board

Certification Number: 20210362

2025-04

MS Certified: Power BI Data Analyst
Associate

By Microsoft-Tamkeen

Associate Data Analyst

Certification number: F41C05-BT050A

TECHNICAL SKILLS


– TECHNICAL SKILLS


MS Loops/Lists 


MS Automation Skills 


PERSONAL SKILLS


– PERSONAL SKILLS


Leadership 


Self Motivation 


Decision Making 


Time management 

Presentation Skills 

Analytical Thinking 

Effective 

Communications 







Generating Report 

LANGUAGES

– LANGUAGES


Arabic	Native
English	Professional
Spanish	Elementary
Italian	Elementary


HOBBIES


 Exploring distant lands	 Getting lost in a good book
 Capturing moments	 Feeling the music
 Pets Caring	 Football FAN


TECHNICAL SKILLS


– TECHNICAL SKILLS


MS Project Manager 


MS Power Bi 

Advanced Excel Skills 

MS VISIO 

Python 

Visual C++ 

MS Power Point 

MS Power Apps 