

Mustafa Mohammad AlMasri

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Riyadh – Saudi Arabia

Summary:

Accomplished Project Coordinator & Administrative Specialist with 18+ years of international experience leading full project lifecycles, from initiation through delivery. Proven record in budget tracking, risk mitigation, stakeholder communication, and performance monitoring. Skilled in aligning projects with PMO standards, implementing cost control, and improving project documentation and reporting. Adept in both Agile and Waterfall methodologies, with experience coordinating cross-functional teams and multinational stakeholders.

Working Experience:

Terratest Group / Eurohinca

From February 2022 till August 2024, Jordan

Position: *Project Coordinator*

Tasks & Achievements:

- Increased project profitability by 15% by improving logistics planning and cross-functional coordination.
- Managed end-to-end logistics for importation, re-exportation, and tax refund processes with 100% compliance.
- Coordinated closely with HQ in Spain and local partners to ensure timely delivery and strategic alignment.
- Oversaw administrative operations including HR, finance, supplier management, and government approvals.
- Recovered 45% of import/export tax expenses through structured documentation and tax authority coordination.

Nabulsi Company,

From September 2017 till July 2021, Turkey & Palestine

Position: *Analytics Specialist*

Tasks & Achievements:

- Led analytics and strategic planning initiatives, aligning data insights with executive decision-making and company growth goals in the real estate sector.
- Delivering executive-level presentations and advising on long-term strategic direction and market positioning.
- Increased client acquisition and retention by 25% through CRM optimization and built a strong relationship with customers.
- Acted as a strategic advisor, translating analytical findings into clear, actionable recommendations.

PROGER s.p.a

From April 2014 till September 2017, Saudi Arabia

Position: *Senior Executive Assistant & Project Analyst*

Tasks & Achievements:

- Conducted in-depth data analysis supporting project decisions, increasing operational efficiency by 10%.
- Supported top management with strategic insights across multiple disciplines and business functions.
- Provided full-spectrum executive and administrative support to BM and COO.
- Managed scheduling, reporting, internal/external communications, and logistics for key projects (KAP3, KAP4, DIAVERUM, HRDF).
- Ensured smooth execution of executive-level operations and document management.

Palestinian Central Bureau of Statistics (PCBS)

From December 2010 till April 2014, Palestine

Position: *Statistician*

Tasks & Achievements:

- Led production of national foreign trade statistics reports (2010–2012), press releases, and visual data outputs.
- Reduced data collection time by 25% through improved team management and performance tracking.
- Ensured data quality, compliance, and continuity by documenting processes and conducting regular audits.
- Represented the PCBS in national/international forums and helped shape Palestine's National Export Strategy.
- Coordinate administrative records for ESD, and coached team members to elevate performance standards.

Various Companies

From January 2006 till November 2010, Palestine

Position: *Financial and Administrative Officer*

Tasks & Achievements:

- Reduced customer debt by 12% through client relationship improvement and proactive account follow-up.
- Managed financial records, tax reporting, and audits across multiple organizations.
- Supported feasibility studies and municipal financial auditing for Beita Municipality.
- Improved office operations by streamlining processes, enhancing compliance, and supporting HR policy development.
- Used accounting tools (ALSHAMEL, DIWAN) to ensure secure and accurate financial documentation.

Ministry of National Economy

From July 2005 till January 2006, Palestine

Position: *Research Assistant*

Tasks & Achievements:

- Provided critical support in data analysis and research at the General Administration of Policy, Analysis, and Statistics.
- Developed charts and tables to effectively communicate research results, contributing to policy development.
- Despite the short tenure, gained valuable experience under high pressure, refining skills in data analysis, statistical reporting, and effective communication of complex research findings.

Scientific Degrees:

Bachelor's degree in Economics
University of Jordan | 2000- 2004

Languages:

	Speaking	Writing	Reading
Arabic	Excellent	Excellent	Excellent
English	Very Good	Very Good	Very Good

Computer Skills:

- Internet tools and Microsoft Office Suite.

Training Courses:

- **Export strategies and market analysis Training Course**, by ITC Experts.
- **Training Course in Influencing Public Policy and Regulatory Reforms.**
- **Applied Statistical Principles and Methodologies.**
- **Statistical Report Writing, Dissemination, and Documentation.**
- **Arab Certified Professional Accountant (ACPA).**
- **International Diploma in IT Skills.**
- **Excel Expert for Business and Accounting (EEBA).**
- **Al-Shamel Accounting Program.**
- **Statistical Data Analysis with SPSS.**

Skills:

Project Management | Project Lifecycle Management | PMO (Project Management Office) | Project Scheduling (MS Project, Primavera) | Project Documentation Management | Change Control & Change Management | Risk Mitigation | Issue Tracking | Performance Monitoring & Reporting | Budget Tracking & Cost Control | Resource Planning & Resource Leveling | Stakeholder Engagement | Vendor Coordination | Strategic Planning & Execution | Execution of Strategic Partnerships | Collaboration with Department Heads | Team Leadership & Motivation | Agile & Waterfall Methodologies | Data Collection | Data Analysis | Data Management | Data-Driven Decision Making | Dashboard Development & KPI Tracking | Statistical Data Analysis (SPSS) | Statistical Reporting & Documentation | Quality Assurance in Reporting | CRM Optimization | Client Acquisition & Retention | Trend Forecasting | Business Analytics | Administrative & Executive Support | Policy & Regulatory Reform Analysis | International Trade Statistics | Accounting Systems | Microsoft Office Suite | Internet Tools & IT Skills | Complex Problem-Solving Skills | Decision-Making & Exceptional Judgment | Organization & Time Management | Teamwork & Collaboration | Adaptability | Building Strong Relationships | Confident with Strong Interpersonal Skills | Proficient Managerial Skills | Excellent Communication Skills | Continuous Learning Mindset