**EDUCATION**

**& TRAINING**

**INFORMATION**

 **TECHNOLOGY**

**COMPLAINCE**

**MANAGEMENT**

**BUSINESS**

**DEVELOPEMENT**

**PORTFOLIO**

**MANAGEMENT**

**PROJECT**

**MANAGEMENT**

**ABOUT ME**

**WORK**



Highly analytical, results-driven professional with a remarkable talent for the project management, compilation, verification, analysis, interpretation, and dissemination of crucial data related to this domain. I have ability to handle complex assignments effectively and possessing the confidence to work as part of a team or independently.



**EDUCATION**





As a certified professional in the field of Project management, I like to exercise my skills and abilities in a target-oriented team and progressive environment, with the vision of adding my share in attaining organizational goals and in better service of humanity.





[**VIDEO CV LINK**](https://www.youtube.com/watch?v=TD8a2lYSf1Q)

**CERTIFICATION**

**OBJECTIVE**

**2013 - 2015**

**Riphah International University**

**MASTER OF PROJECT MANAGEMENT**

**BBA (HONS)**

**2007 - 2011**

**International Islamic University**

**2018**

**Six Sigma Study**



**SIX SIGMA YELLOW BELT**

**2017**

**Project Management Institute (USA)**



**PMP® CERTIFIED**

PMP, MPM, SIX SIGMA, BBA(HONS)

**HAMMAD SAEED**

**2011 - 2014**

**2014 - 2015**

**2015 - 2017**

**2017 - Cont.**

**Angels School System**

**PROJECT MANAGER**

* Primarily focused on increasing school business by developing school network;
* Planned and implemented comprehensive marketing plan to find investing parties in different cities of Punjab (Pakistan);
* Involved with various Stakeholders of the project including Govt. and non-Govt. institutions and personnel;
* Developed the Standard operating procedures (including 11 manuals) for the school system; and
* Successfully launchedschool franchises in 5 different cities of Pakistan.
* Planned and Executed small and medium size project;
* Managed and communicated with stakeholders; and
* Submitted regular and updated reports to top management.

**Nexlen General Trading**

**PROJECT MANAGER**

**Ekin International**

* Built project management office from foundation;
* Provided business analysis for projects, included requirements, success criteria, milestones, KPIs, and Work Breakdown Structures;
* Reengineered projects plan, enhanced quality assurance / quality control;
* Provided best practices for project management;
* Managed Clarizen (Cloud Based Project Management Software);
* Controlled shared PMO resources among different projects;
* Assisted sales department for tender documents preparation and submission;
* Coordinating with senior management in Head Office (Istanbul, Turkey); and
* Implemented ERP and online portal for company documents storage.

**Recognizing my Efforts and Achievements, I was honored with**

* Star of the Month Award.
* Certificate of Appreciation forexcellent performance in two years of service.

**PMO ADMINISTRATOR**

* Providing best practices of project management across all Safe City Companies;
* Controlling shared PMO resources among different projects;
* Managing communication between projects stakeholders;
* Controlling time, cost, scope and quality of each project during its life cycle;
* Providing decision support reports to senior management; and
* Assisting sales department for tender’s documents preparation and submission.

**CORPORATE PMO MANAGER**

**Safe City Group**





**linkedin.com/in/12334**

**owcareers@gmail.com**

**+971 1234565**

**SKILLS**

**LANGUAGES**

**CONTACT**

**I BELIEVE**





|  |  |  |
| --- | --- | --- |
| **PROJECT NAME** | **PROJECT STATUS** | **ROLE / DESIGNATION** |
| Franchising project of Angels School System | Completed | Project Manager |
| ISO 9001, 14001, 45001 Certification (2018) | Completed | Team Lead |
| Implementation of Projects & CRM Portal | Completed | Project Manager |
| ERP software Implementation | Completed | PMO |
| Emergency response center Project | Completed |
| Installation of Speed Units Project | In Progress |
| Installation of Anti Tempring systems | In Progress |
| 3rd Phase Traffic Management Project | Completed |
| Smart Traffic Control center Project | Completed |

**ENGLISH > Fluent**

**URDU > Fluent**

**HINDI > Fluent**

**PUNJABI > Fluent**

**ARABIC > Basic**

**SPSS**

**IMPOSSIBLE IS NOT A FACT, IT'S AN OPINION.**

* Human capital risk management in mega construction projects of Pakistan.
* QHSE Management system implementation report.
* Based on (ISO 9001:2008, ISO 14001:2004 & OHSAS 18001:2007)
* HSSE Practices: Impact on employees and organizational performance

**RESEARCH ARTICLES**

* **TRANSFORMATIONAL CHANGE MANAGEMENT**

Abu Dhabi University – UAE

* **PMI KHALEEJI CHAPTER, ANNUAL GATHERING**

Waldorf Astoria Dubai Palm – UAE

* **ARTIFICIAL INTELLIGENCE IN PROJECT MANAGEMENT**

Roads and Transport Authority Headquarter - U.A.E

* **THE NEXT GENERATION PROJECT MANAGER**

Injazat Data System, Abu Dhabi - U.A.E

* **LATEST TRENDS IN PROJECT MANAGEMENT**

Riphah International University Islamabad

**CONFERENCES**

* Project management Institute (PMI) USA. (Membership ID: 3261680)
* PMI UAE Khaleeji Chapter and PMI Islamabad Chapters.
* Marketing Society, International Islamic University, Islamabad.
* Higher Education Commission of Pakistan (HEC).

**AFFILIATIONS**

**MAIN PROJECTS**

**BITRIX 24**

**JIRA**

**MS OFFICE**

**ODOO ERP**

**CLARIZEN**

**MS PROJECT**

**PRIMAVERA**