



HAMMAD SAEED

PMP, MPM, SIX SIGMA, BBA(HONS)



OBJECTIVE

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.



EDUCATION

MASTER OF PROJECT MANAGEMENT
2013 - 2015
Riphah International University



BBA (HONS)
2007 - 2011
International Islamic University



CERTIFICATION

PMP® CERTIFIED
2017
Project Management Institute (USA)



SIX SIGMA YELLOW BELT
2018
Six Sigma Study



VIDEO CV LINK

ABOUT ME

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.



WORK

2017 - Cont.

CORPORATE PMO MANAGER

Safe City Group

- 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.

2015 - 2017

PMO ADMINISTRATOR

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 for excellent performance in two years of service.

2014 - 2015

PROJECT MANAGER

Nexlen General Trading

- Planned and Executed small and medium size project;
- Managed and communicated with stakeholders; and
- Submitted regular and updated reports to top management.

2011 - 2014

PROJECT MANAGER

Angels School System

- 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



SKILLS

MS PROJECT

PRIMAVERA

CLARIZEN

ODOO ERP

MS OFFICE

JIRA

BITRIX 24

SPSS



LANGUAGES

ENGLISH > Fluent

URDU > Fluent

HINDI > Fluent

PUNJABI > Fluent

ARABIC > Basic



CONTACT



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MAIN PROJECTS

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	

AFFILIATIONS

- 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).

CONFERENCES

- **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

RESEARCH ARTICLES

- 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

I BELIEVE

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