

## PERSONAL INFORMATION

### Haseeb Ahmed



📍 House # 537, Street 55, G 7/3-4 Islamabad, Pakistan  
☎ 03485288706 📠 03015695606  
✉ Haseeb\_ahmed321@outlook.com  
🌐 [www.subhayyahan.com](http://www.subhayyahan.com)  
💬 [Skype Haseeb-ahmed93](#)

Sex Male | Date of birth 18/07/1993 | Nationality Pakistani

## WORK EXPERIENCE

A dedicated and Professional individual having 6 years of working experience with reputable organizations, completed with Masters and pursuing M.Phil in Project Management, looking for a further opportunity where I could furnish my skills in the best interest of my employer

Mar, 2022 – Present

### Technical Project Manager

Merik Solutions, I 10/3, Islamabad, Pakistan

- Scheduling and designation of project tasks to team members to reach the objectives efficiently
- Communicating with all stakeholders and managing the project budget
- Daily scrum meetings and presenting current status of projects
- Planning, executing, monitoring, controlling and closing projects vigilantly

[Sector: Software-Development](#) Merik Solutions, IT Service Provider

Mar, 2021 – Mar 2022

### Operations Coordinator

E-Shifa SIHT, H 8/4, Islamabad, Pakistan

- Coordinate with team to report and address financial/budget/inventory related issues
- Works closely with senior management teams, meeting regularly to present reports, forecast future requirements, & offer recommendations for more effective operations
- Create operations manual, coordinates budget, equipment, commodities, & services within procedures and policies of company

[Sector: Health](#) E-Shifa, Home Health Service Provider

July, 2020 – Feb, 2021

### Procurement Engineer

Networking Companies, Northern Area of Pakistan

- Create and provide all necessary documentation for NOC's, meeting with suppliers, responsible to provide electric-supply connection & documentation
- Organized mobilization of materials from stockyard to job site as and when required in close coordination with project engineer and management. Process, follow pay orders & submission of invoices.

[Sector: Business](#) Khyber builders, Networking Service Provider

Oct, 2019 – April, 2020

### Software Engineer

Accentedge LLC, 222 Merchandise Mart Plaza, Suite 1212 Chicago, IL 60654

- Served virtually as a software developer for US based AI Company
- Experience migrating on-site solutions to cloud based offerings, (AWS-EC2/S3 & Azure)
- One year of experience in coding on various AWS services like cloud formation templates, cloud watch, cloud trail, encryption & Lambda
- Selecting features, building and optimizing classifiers using ML, Processing, cleansing & verifying the integrity of data used for analysis

[Sector: IT-AI](#) Accentedge LLC, AI Solution Provider

Jan, 2017 – Aug, 2019

### Web-Developer

Asian IT House, Koral Chowk, Islamabad, Pakistan

- Worked as a productive and team member to design, code, test, report & debug operations
- Managed front-end & back-end development in company's portfolio analyst
- Effectively translated client requirements into application designs & system requirements
- Components: HTML, CSS3, PHP, Bootstrap & Software Documentation

[Sector: Web Development](#), Asian IT House, Software Solution Provider

**2018-2021 M.Phil in Project Management**

SZABIST, Islamabad, Pakistan

- Project Management
- Program Management
- Project Quality & Risk Management
- Research Methodology
- Qualitative & Quantitative Techniques

**2013-2018 BS in Computer science**

Preston University, Islamabad, Pakistan

- Introduction to Computer Science
- Operating System
- Networking
- Statistics & Data Analysis
- Database Management System

## PERSONAL SKILLS

Mother tongue(s) Hindko

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Urdu C2	C1	C1	B2	C1
English B1	B2	B2	B1	B2

## Communication skills

Good communication skills gained while serving as an Operations Coordinator in SIHT, served for US based software houses & did internship as administrative assistant in MPCL  
Business Development skills gained while working as a Project Manager in networking companies & Asian IT House

## Organizational / Managerial skills

Leadership (lead the team of 15 people in Asian IT House, currently leading the team of coordinators)

## Job-related skills

Good command of risk assessment processes, presentation &amp; reporting skills

## Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent	Independent	Basic-Independent	Independent	Proficient

*Course in Information Technology*  
*Basic English Language Certificate*  
*Web-development Tools & Techniques*

Good hand on presentation & documentation (Microsoft Word, Excel, Database, Access, Spreadsheets, Google Forms, Smart sheet)  
Good hand on AWS & cloud computing

## ADDITIONAL INFORMATION

## Researches

- Project Management Assets & Outcome Performance
- Impact of Knowledge-Oriented Leadership on Project Success: Mediating Role of Knowledge Management Processes (**Continue...**)

## Project

- US-Pak project of female entrepreneur's research

## Honors and Awards

- Asian Biggest Business Online Directory

## Internships

- MPCL – PTV News – Info Tech – Accentedge LLC – PIID

## Attached Documents

- Will be provided on demand