

NAZIR NOORI

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Dynamic and results-driven professional with a solid background in business administration and computer science. Proven success in collaborating with cross-functional teams, optimizing processes, and driving technological innovation across various projects. Committed to using analytical skills and business insights to improve operational efficiency and help achieve organizational goals.

PROFESSIONAL EXPERIENCE

Accenture Southeast Asia, Kuala Lumpur, Malaysia

March 2021 – Present

BUSINESS PROCESS ASSOCIATE – FULL TIME

- **Evaluating business processes** to identify requirements, uncover improvement opportunities, and implement effective solutions.
- **Communicating insights and strategic plans** to cross-functional teams and management, fostering collaboration and alignment.
- **Collecting and analyzing information** from stakeholder meetings to produce comprehensive reports for informed decision-making.
- **Collaborating closely with clients, technicians, and management** to ensure project alignment with business objectives.
- **Managing competing resources and priorities**, monitoring deliverables to ensure timely project completion and adherence to quality standards.

IT Business Solutions Sdn Bhd, Mid Valley City, Malaysia

June 2019 – March 2021

PLATFORM SPECIALIST - FULL TIME

- **Collaborated with business process owners and SMEs** to assess capabilities, identify high-level user requirements, and define metrics and performance goals alongside project managers and architects.
- **Reviewed and interpreted client policies and guidelines** to ensure project decisions aligned with established procedures and requirements.
- **Identified workflow improvement opportunities** and proposed actionable solutions to enhance efficiency and effectiveness.
- **Recommended and developed comprehensive documentation** for new business processes, facilitating clear communication and implementation.
- **Facilitated the transition of requirements and use cases** to design teams, ensuring a thorough understanding and alignment with project goals.

WEB DEVELOPER - INTERN

- **Contributed to a team of developers** in website revamps utilizing the .NET framework, MSSQL, XML, and Sitecore CMS, enhancing user experience and functionality.
- **Collaborated closely with web designers and programmers** to deliver high-quality websites, leveraging expertise in web services (e.g., REST) and cloud technologies (e.g., AWS).
- **Communicated effectively with business stakeholders** to develop and deploy content, ensuring clarity on project timelines and deliverables.
- **Conducted research on various software programs** and maintained comprehensive software documentation to support ongoing development and operational efficiency.

International Islamic University Malaysia, Selangor, Malaysia

March 2017 – Sep 2018

PROGRAMMING TUTOR – PART-TIME

- **Designed and developed course assignments**, effectively instructing students on the fundamentals of Object-Oriented Programming (OOP) in Java.
- **Mentored first- and second-year students** through their final year projects, providing guidance and support to ensure successful outcomes.
- **Trained students in code maintenance and troubleshooting** across various programming formats, enhancing their technical skills and problem-solving abilities.
- **Evaluated student assignments and tasks**, providing constructive feedback to foster learning and academic growth.

EDUCATION

University of Wales Trinity Saint David, Lampeter, Wales

Jan 2020 - Sep 2021

M.B.A. DEGREE – GENERAL MANAGEMENT - GPA: 3.31

- **Relevant Coursework:** Strategic Management, Marketing Management, Entrepreneurship.
- **Awards:** Merit Recognition for Academic Excellence.
- **Hands-On Experience:** Tackled real-world business challenges through assignments, applying theoretical knowledge to practical scenarios.
- **Passion Project:** Explored entrepreneurship and small business development in emerging markets, demonstrating a commitment to impactful, sustainable solutions.

BACHELOR'S DEGREE - COMPUTER SCIENCE - GPA: 3.71

- **Awards & Honors:** First Class Honors, Dean's List (Top 10%) for 8 consecutive semesters
- **Certificate of Recognition** from the Embassy of the Islamic Republic of Afghanistan in Kuala Lumpur for outstanding academic performance (2016, 2017, 2018, 2019).
- **Community Engagement:** Actively volunteered in various student-led initiatives, contributing to campus life and fostering collaboration among peers.

SKILLS & ADDITIONAL QUALIFICATIONS

SOFTWARE PROFICIENCY

- **Microsoft Office Suite:** Advanced skills in MS Office and MS Office 365 for document creation, data analysis, and presentations.
- **Web Development:** Proficient in HTML5, CSS3, and JavaScript for designing and building responsive websites.
- **Database Management:** Experienced in MSSQL for database design, management, and query optimization.
- **Programming Languages:** Strong command of Java and SQL for application development and data manipulation.
- **Frameworks & Technologies:** Proficient in .NET for building web applications and XML for data interchange.
- **Content Management Systems:** Skilled in Sitecore and Umbraco for creating and managing digital content.
- **Project Management Tools:** Experienced in MS Project for planning and tracking projects, Asana for task management, and Confluence for documentation and collaboration.

PROJECT MANAGEMENT SKILLS

- **Communication:** Ability to convey complex ideas clearly and effectively to diverse audiences.
- **Scheduling & Time Management:** Expertise in prioritizing tasks and managing timelines to ensure project milestones are met.
- **Leadership:** Proven ability to lead cross-functional teams, motivating members to achieve project goals.
- **Critical Thinking & Problem-Solving:** Strong analytical skills to assess situations, identify challenges, and develop strategic solutions.

SOFT SKILLS

- **Proactive Attitude:** Initiative in identifying opportunities for improvement and taking action.
- **Team Building:** Strong interpersonal skills to foster collaboration and create a positive team environment.
- **Leadership:** Ability to guide and influence others while promoting a culture of accountability and growth.
- **Stress Tolerance:** Maintains composure and effectiveness in high-pressure situations.

VOLUNTEERING & LEADERSHIP EXPERIENCE

- **Committee Member:** ICTSS Subcommittee Induction (2016 & 2017) – Facilitated onboarding and engagement for new committee members.
- **Main Committee Member:** Final Year Showcase (2015) – Organized events showcasing student projects, enhancing community engagement.
- **Active Contributor:** Youth for Inclusive Wealth – Collaborated on initiatives promoting economic inclusion and sustainability.
- **Event Manager:** Cultural Integration Night for International Students at IIUM – Coordinated logistics and activities to foster multicultural understanding.

CERTIFICATIONS

- **Google Project Management:** Google Professional Certificate
- **Generative AI Overview for Project Managers:** Project Management Institute
- **Microsoft Project Management Professional Certificate:** Microsoft
- **Modern Supervisor Skills:** Institute of Certified Professional Managers
- **Lean Six Sigma White Belt Certification:** Aveta Business Institute
- **Agile Principles and Methodologies:** Comprehensive training in Agile frameworks.
- **New Project Manager Essentials:** IBM Focused on fundamental skills for effective project management.
- **Agile & DevOps:** Accenture – Focus on integrating Agile and DevOps methodologies for improved software development.

LANGUAGES

- **English:** Fluent
- **Persian:** Native
- **Pashto:** Proficient
- **French:** Basic conversational skill