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| ***NAEEM IQBAL***  **Program Management Professional**  **1266, Street 10, I-10/2, Islamabad, 44000, Pakistan**  **Voice: +92 3005015515**  **Email:** iqbal.naeem@gmail.com  **LinkedIn:http://pk.linkedin.com/in/iqbalnaeem** |
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**PROFILE**

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| **Core Competencies** | |
| * Program Management * Operations Management | * Development of training materialand imparting training |
| * Management Consulting | * Technical evaluations in hardware/services tenders |
| * Social Safety Net Programs Management | * Disaster ProgramManagement |
| * Project Planning and Scheduling | * Business/Situation Analysis |
| * Technical/Document writing | * Infrastructure Developmentand Implementation |
| * Institutional Management | * Monitoring and Evaluation Expert |

## BACKGROUND

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| Action-oriented and result-focused professional presenting more than **13 years** of experience in Technical Support, Software Life Cycle, Programmanagement/implementation/evaluation, mentor, Office Management, Management Consulting, Logistics Management, coordination and administration of resources. Specialized in disaster management and emergency response designing. Gained enormous exposure by working with companies all around the globe. European Business Degree (MBA) has great influence on my management style and capabilities. Professionally broadened my technical as well as managerial skills while working with NADRA on national and international scale projects in collaboration with The World Bank, United Nations, DfID, USAID, Italian Mission, and IOM. |

## PROFESSIONAL CAREER

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| **National Database& Registration Authority (NADRA),Government of Pakistan** | |
| **Manager Planning & Services, Flood Emergency Cash Transfer Project**  **(Citizens’ Damage Compensation Programfunded by The World Bank)**  March ‘11 to date | |
| * Coordination/liaison with donors,Partner Banks,Provincial/District Administration * Risk Identification & mitigation plan development * Operations management * CMMI artifacts development | * Project planning and scheduling * Proposals, contracts, concept paper writing * Monitoring and evaluation * Standard Operating procedure designing * Stakeholder Management |
| **Manager Implementation/Project Coordinator, Flood Relief Cash Transfer Program** (Sept ’10-March ’11)  **Manager Implementation/Program Coordinator, Benazir Income support Program (BISP)**(Sept ‘09 – Sept ‘10) | |
| **Deputy Project Manager, e-Toll Project** (Jan ‘08-Aug ‘08) | |
| **Project Manager, Machine Readable Seafarers’ Identity Document Project**(June ‘07 – Sep ‘08) | |
| **Project Manager, Biometric Attendance & Access Control Project**(June ‘06 - Mar ‘07) | |
| **Implementation Manager( Punjab) ,Afghan National Registration Project**(Sep‘06- May‘07) | |

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| **Implementation Manager, Chaman Border Control Project** (Nov ‘06- Jan‘07) |
| **Deputy Project Manager, Automated Border Control Project** (Jan ‘06 - Dec ‘06) |
| **Assistant Project Manager ,Machine Readable Passport Project**(June‘04 –Sep ‘08)  (Technical Support Supervisor) |

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| **Punjab Employees Social Security Institution (2002-2004)** | |
| **Technical Support Specialist/Head of Computer Section** | |
| * Technical support to Islamabad region in system installation and troubleshooting * Developed, deployed and maintained PESSI DHMS (software to automate hospital processes) | * Office Coordination * Member of Purchase Committee for technical procurements |
| **Mega IT Solutions (2001-2004)** | |
| **Software Developer** | |
| * Requirement analysis * Software development and testing using C#, VB .net | * Technical documentation writing * Database designing |

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| **C:\Users\LENOVO\Desktop\sos_logo.pngSOS Children’s Villages of Pakistan (1998-2001)** | |
| **Admin Officer** | |
| * Responsible for managing & monitoring organizational activities related to Accounts, Management & Information Technology * Primary liaison for all reporting requirements at HQ based in Austria | * Design and execution of special programs for orphan children * Responsible for program coordination with officials of different NGOs * Member of the Purchase Committee for technical procurements |

## ACADEMIC

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| **EDUCATION** |  |
| **Master of Business Administration (General Management)** | **2009** |
| European University,*Cyprus* (on Scholarship from the Republic of Cyprus) |  |
| **Master ofComputer Science** | **2004** |
| University of Arid Agriculture, Rawalpindi*, Pakistan* |  |
| **Post Graduate Diploma in Computer Science** | **2002** |
| AllamaIqbal Open University, Islamabad*, Pakistan* |  |
| **Bachelor of Computer Applications** | **1998** |
| AllamaIqbal Open University, Islamabad*, Pakistan* |  |
| **CERTIFICATION/COURSES** |  |
| Currently pursuing PMP credentials | 2011 |
| Diploma in Project Management | 2008 |
| IBM Rational ClearCase (Software Configuration Management Tool) | 2007 |
| ISO 9001:2000 training | 2007 |
| Oracle 10g- “Performance & Tuning, backup & recovery” | 2005 |
| Workshop on “Cyber Security” | 2004 |
| Workshop on “Urdu Font Development” | 2003 |

## SKILLS

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| PRIMAVERA, Microsoft Visio, Microsoft SQL Server, Microsoft Project & SharePoint, Linux, Negotiation, team building, social networking |
| **DISTINCTIONS** |
| * Vice President, Membership& Registrations, PMI Chapter Islamabad * Shield from the Chairman NADRA on Afghan National Registration project in 2007 * **Gold Medal** for academic achievement in the Bachelor’s degree (BCA) * Quaid-e-Azam Scout, highest honour of Boy Scouts Association of Pakistan * Member, Computer Society of Pakistan * Member (ID # 1460585), Project Management Institute, USA * Member, International Institute of Business Analysis, Canada * Research Paper published on “Smoking behavior in students” * Working on Disaster Management Research |

**REFERENCES**

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| **Muhammad Gohar Ahmad Khan**  Chief Project Officer/Deputy Chief Executive Officer  National Database & Registration Authority, Islamabad  Tel: +92-300 8502142  gohar.marwat@nadra.gov.pk | **Ms. EleniMarkantoni**  Director Student Affairs  European University Cyprus  Tel: +357 22713152  e.markantoni@euc.ac.cy |