**Summary**

* Over fifteen years experienced Project Manager, Product Owner and a Certified Scrum Master (CSM) with expert knowledge of Design Thinking, Agile and Waterfall Software Development principles, practices and the ability to blend them together in the right proportions to fit a project and business environment.
* Proven track record of successfully implementing and managing multiple Software Development projects using hybrid (Agile & Waterfall) methodologies from concept to high quality deliverables.
* Hands-on experience in the development and management of content management systems, and knowledge products such as; websites, electronic libraries, collaboration platforms, apps, digital contents, case studies, metadata, and the dissemination of electronic products to aggregators.
* Designed, developed Communications and Publishing strategies and led organizations in the identification, collection, classification, and retrieval of knowledge to improve efficiency.
* Excellent analytic, writing and communication skills and experience interacting with both business and IT individuals at all levels including the executive level.
* Ability to handle complex issues and work in a team environment, and strong aptitude to nurture and maintain relationships and communications with critical internal and external constituencies and stakeholders.

**PROFESSIONAL EXPERIENCE**

**Knowledge Management Consultant, *World Bank Group (WBG)*** December 2017 to June 2018

Advised management in the process of engaging with the business to review the existing technology environment to identify strategic and operational gaps and/or unmet Knowledge Management needs.

* Provided strategic and operational inputs to the Knowledge Management initiative and ideated on new areas of work.
* Participated in technical evaluation and provided technical guidance to help shape the design, project preparation, and change management of Knowledge Management projects in full alignment with specific business needs and requirements.
* Authored the case study on the Kenya Infrastructure Finance and Public-Private Partnerships (IFPPP) project using the Maximizing Finance for Development (MFD) approach.
* Compiled an evaluation report on the World Bank intranet-based tools. Lead research, business analysis, tools analysis, conducted user interviews and provided knowledge-based solutions for the future use of intranet-based tools.

**Publisher, *1 Stop Publishing***  March 2016 to November 2017

Oversaw a team of five to evaluate, plan and, manage end-to-end cycle of the publishing business.

* Responsibilities included consulting, authoring, and working as a project manager from conception to delivery of book projects.
* Authored a children’s book, “Adventures of Ameer Hamza: The Legend Begins”, available at Amazon.

**Digital Publishing Officer, *International Monetary Fund (IMF)*** November 2010 to October 2015

Served as a Project Manager for the transition of IMF’s traditional print-based operation to a dynamic digital publishing program:

* Initiated, planned, executed and managed four projects *- IMF eLibrary, e-commerce bookstore, content digitization and metadata management system –* which included leading meetings to expedite requirements, facilitating communications, identifying and removing impediments, and coordinating and organizing across various stakeholders and levels of management.
* Defined products’ vision, roadmap and created a product backlog following the Agile methodology including changes in scope, time and budget with the key technology partners.
* Led and managed teams of four IT firms dedicated to above mentioned projects. The teams included software developers, editors, typesetters, catalogers etc.
* Initiated and managed digital production and distribution program of IMF Publications and associated metadata with 36 key content aggregators and indexing services.
* Developed comprehensive specifications and acceptance criteria for digital production and conversion for vendors to follow in the preparation of multiple formats (XML, ePub, PDF e-book, Mobi, and POD).
* Developed IMF taxonomy and tagged contents to improve storing and retrieval of IMF knowledge assets (Publications, Videos, and Graphics/Photos).
* Instigated and managed procedures for data collection, classification, storage, interpretation, and retrieval which included collaboration with the technology partners to incorporate automated metadata extraction and insertion into the IMF metadata system.
* Worked closely across departmental teams to ensure IMF Publications and promotional marketing materials (e.g. blurbs, publication highlights, social media campaigns etc.) were showcased on internal and external partner channels.
* Created monthly statistical reports on sales and user activities on IMF Bookstore and eLibrary usage.
* Managed authors, editors and marketing staff to promote IMF contents on world-wide print and digital channels.
* Worked with budgeting team to develop annual electronic resources budgets.
* Trained and supervised staff on IMF eLibrary, bookstore and metadata management system activities.

**Communications and Information Specialist, *World Bank Group (WBG)***  March 2003 to November 2010

Developed and managed various aspects of the World Bank e-Library website, digital production, and dissemination of World Bank Publications:

* Responsible for the technical coordination across departments and management of the World Bank e-Library.
* Organized and project managed the digitization of contents and created metadata for over 12000 World Bank (WB) publications.
* Drafted standards/specifications for electronic publications i.e. PDF e-books and e-pubs.
* Created workflow and managed the dissemination process for electronic resources, both inside the World Bank (authors and Image Bank) and for external audiences through Amazon, Barnes and Nobles, eBrary, eBooks Corporation, Follet, Google, Myilibrary, NetLibrary, Scribd, Serial Solutions, and Sony.
* Worked closely with the marketing team and managed the World Bank publications for social media (Facebook, ISSUU, and Scribd).
* Provided cross-support to Internal Communications team by setting up and monitoring website visitor statistics.

**Web Master/Designer, Trans Am Travel, Inc.** September 2000 to December 2002

Developed and administered the website and online booking search & reservations engine and maintained computer network/hardware and software.

**EDUCATION AND CERTIFICATIONS**

* Master’s in Computer Sciences, Virtual University of Pakistan Anticipated December 2021
* Certified Scrum Master (CSM), Scrum Alliance,  December 2019
* Project Management Associate (Certificate), George Washington University June 2007
* Oracle Certification in OCP 8i Oracle DBA March 2002
* Bachelor's in Economics and Sociology, Punjab University Pakistan May 1988