

# MUHAMMAD NEHAL

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House no: L-36 Sector 5-A/3  
North Karachi, Karachi



## SUMMARY

Seeking an opportunity to work with an organization that will provide a platform to utilize my skills where I can advance my communicating, problem solving and interpersonal skills.

## EDUCATION

### Sindh Madressatul Islam University

Bachelor's Degree in Computer Science  
2018 – 2023

### DJ Sindh Government Science College

Intermediate (Science-Eng Group)  
Board of Intermediate Education, Karachi.  
2016 – 2018

### Al Hameed Secondary School

Matriculation (Science Group)  
Board of secondary Education, Karachi  
2016

## CERTIFICATIONS

- Agile Software Development: Scrum for Developers LinkedIn
- Scrum: The Basics LinkedIn
- Project Management Foundations LinkedIn

## LANGUAGE

- English
- Urdu

## PROFESSIONAL EXPERIENCE

### Project Coordinator

NADRA (DNSER project) | 2023 - Present

- Coordinated daily data entry operations and maintained smooth communication between field and data teams.
- Ensured accurate and timely completion of project tasks and reports.
- Monitored data quality, maintained records, and supported project planning and tracking.
- Collaborated closely with supervisors and field officers to achieve project milestones and meet strict reporting deadlines.
- Prepared periodic performance summaries and documentation for submission to higher management.

## TECHNICAL SKILLS

- Understanding of Agile Methodologies
- Basic Knowledge of Scrum
- Project Management Foundations.
- Familiar with PM tools like JIRA.
- Knowledge of Project Scheduling and Reporting
- Familiar with Risk and Issue Tracking
- Preparing and Maintaining Project Documentation

## SOFT SKILLS

- Problem Solving
- Teamwork
- Verbal and written communication
- Decision Making