M OBAID TARIQ

PROJECT MANAGER TECHNICAL

PROFESSIONAL SKILLS

- Project Management
- Project Coordination
- Backlog Management
- Sprint Planning
- Daily Standups
- Stakeholder Engagement
- Retrospective Meetings
- Risk Management
- Change Management
- Project Scheduling & Monitoring
- Network Administration
- Low/ High fidelity wireframes
- Server Administration
- Software Development life Cycle
- Removing impediments during delivery of milestones

PROFESSIONAL TOOLS

- JIRA
- TRELLO
- CONFLUENCE
- SLACK
- NOTION
- ASANA
- CLICKUP
- MICROSOFT TEAMS
- MIRO
- PRIMAVERA P6 8.2
- SPSS
- NVIVO
- MICROSOFT PROJECT
- SMARTSHEET
- SUBLIME TEXT 3
- ORACLE RDMS
- VISUAL STUDIO CODE
- MICROSOFT SQL SERVER
- KEEPTOOL

CONTACT

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ISLAMABAD , PAKISTAN

PROFILE SUMMARY

Results-driven Technical Project Manager with extensive IT knowledge and project management expertise. Skilled in managing full project lifecycles, delivering projects on time, within budget, and to high standards.

EDUCATION

CASE - UET TAXILA
MASTER IN PROJECT MANAGEMENT (2014-2017)

- Graduated with a **CGPA of 3.50**
- Conducted a study entitled "Human Resource Surplus in Public sector of Pakistan" for thesis
- HEC Fee scholarship for achieving 4 SGPA.

FAST NUCES - ISLAMABAD
BACHELORS IN COMPUTER SCIENCES (2006-2010)

- Graduated with a **CGPA of 2.93**
- Deans List of Honors in 2009
- Quiz Coordinator in NASCON FAST Competitions

EXPERIENCE

TECHNICAL PROJECT MANAGER
IPLEX PVT LTD. Rawalpindi | SEP 2020 - To Date

- Analyze, plan and develop requirements and standards in reference to web based projects for US & Canada.
- Direct cross-functional teams of 15-20 members to deliver high-quality software solutions on time and within budget, fostering a collaborative environment that encourages innovation.
- Serve as the primary liaison between technical teams and client stakeholders, ensuring clear communication of technical complexities and project progress.
- Practice Agile principles of PMBOK specially scrum ceremonies for successful delivery and clear visibility for all stakeholders for web based projects.
- Handles, prioritize and problem solved multiple tasks connected to multiple projects for different US Clients.
- Perform diverse tasks related to web based projects including scheduling, budgeting and internal resource management.
- Hold regular technical team meetings to determine progress and address any questions or challenges regarding day to day projects.
- Determine and define clear deliverables, roles and responsibilities for staff members required for specific projects or initiatives.
- Resolves conflicts by demonstrating leadership and appropriate decision-making competencies
- Manages and appropriately remove impediments, risks, issues, and changes associated to the project development initiatives.
- Analyze and then effectively strategize in regard to business goals, deadlines, schedules and team member coordination.

TECHNICAL SKILLS

- C++
- HTML
- CSS
- BOOTSTRAP
- TAILWIND
- WORDPRESS
- JAVASCRIPT
- REACT
- NODE JS
- EXPRESS JS
- POSTMAN
- SSRS (SQL SERVER REPORTING SERVICES)
- SSIS (SQL SERVER INTEGRATION SERVICES)
- SSAS (SQL SERVER ANALYSIS SERVICES)
- SHELL SCRIPTING
- AWS
- GITHUB
- BITBUCKET

DATABASES

- ORACLE DB
- MYSQL
- Postgre SQL
- MongoDB
- AWS RDS

OFFICIAL TRAININGS

- EFFECTIVENESS OF SCRUM FRAMWORKS IN SOFTWARE DEVELOPMENT
- EFFECTIVE TIME MANAGEMENT
- TECHNICAL REPORT WRITING
- INFORMATION HANDLING
- INTRODUCTION TO PROJECT MANAGEMENT
- INTRODUCTION TO WRITING SKILLS
- PRESENTATION SKILLS
- ADVANCE TRAINING IN PRIMAVERA P6
- DIGITAL ERA INFORMATION TRANSFORMATION

PROJECT MANAGER
PowerHouse | Sep 2023 - Feb 2024

- Responsible for the complete development life cycle and managing web development projects with significant bottom-line effects.
- Collaborate with product managers to create a strategy and road map for providing compelling features to B2B customers to help them achieve their goals, as well as bring innovative solutions to end B2C consumers.
- Collaborate closely with senior engineers to provide the most effective technical design and methodology for new product development.
- Lead and manage projects from start to finish, ensuring that solution requirements and expectations are satisfied.
- Project management - prioritizing, project and feature planning, stakeholder management, and external commitment tracking.
- Accountable for the overall success of the project delivery phase.
- Facilitate Scrum ceremonies (Sprint Planning, Daily Stand-ups, Sprint Reviews, and Retrospectives).
- Coach the development team in self-organization and cross-functionality.
- Help the team to identify and remove impediments to ensure smooth project execution.
- Foster an environment of collaboration and open communication among team members and stakeholders.
- Protect the team from external interruptions and distractions to maintain focus and productivity.
- Ensure that the team is following Scrum practices and principles.
- Worked for the project proposals and their respective budgeting
- Managed the retainer clients along with the Change Request Issues.
- Assist the product owner with backlog management, prioritizations, and refinement.
- Promote continuous improvement by encouraging team members to experiment with new practices and processes.
- Track and communicate team progress and performance using appropriate metrics and tools.
- Provide technical guidance, training, and support to team members and stakeholders as needed

SYSTEMS ANALYST - PROJECT(GOVT OF PAK)
Ministry of Energy (Power Division) | Jan 2019 - July 2020

- Establishes network specifications by conferring with users, analyze workflows, access information and security requirements, design router administration, including interface configuration and routing protocols.
- Focal Person for managing the task management system of PMDU (Prime Minister Development Unit) and Citizen Portal of Ministry of Energy (Power Division).
- Managed and administrated CISCO teleconferencing for official meetings in different sites of distribution companies (DISCOs) of Pakistan.
- Core member of implementing E-Office Suite in Ministry of Energy (Power Division) with the coordination of NITB. Moreover managed internal communication between different ministries and entities, inventory and procurement system, E-filing system and file management system.
- Coordinated with Federal Ombudsman of Pakistan to finalize pension cases of 2016 and 2017.
- Reported developments of Power sector Projects to Additional Secretary and Secretary (MOWP) using Primavera P6 timelines, activities and critical path for different projects.
- Managed changes to the project scope, schedule, and costs. Moreover, by using Primavera P6 to assess the impact of changes on the project plan and report back to the higher management of MOWP.
- Tracked project performance of Power Projects with the help of Primavera Dashboard and JIRA to analyze the project milestones and timelines.
- Managed website content management, webpage scripting and backup logs for Ministry's official website (www.mowp.gov.pk)

SYSTEMS ANALYST
NESPAK ISLAMABAD | JUNE 2011 - DEC 2015

- Managing entire network of NESPAK ISLAMABAD which includes over 100 domain users using active directory of Windows Server 2008 (R2) using DELL rack based server.
- Managed and administered internal email for NESPAK Islamabad office using Mail Exchange Server.
- Worked on Employee information records using HRIS (Human Resource Information System) web based portal using MYSQL and PHP in XAMPP.
- Created Inventory Management System which helped NESPAK to track Inventory, order management, supplier management, and stock management and created customized dashboard for the higher management.
- Managed servers, desktop computers, printers, routers, switches, security updates and patches
- Assign Configuration of authentication and authorization of directory services.
- Seamless distribution of wireless internet using CISCO access points and LAN internet using CCPROXY in windows Server 2008 (R2)
- Data Archiving of NESPAK Islamabad Projects after every six months.

ASSOCIATE SOFTWARE ENGINEER
SYSTEMS LIMITED (PVT) LAHORE | DEC 2010 - MAY 2011

- Worked on one of the ETL projects, Extracted financial transactions, ensured data consistency and calculated financial ratios and loading into a data warehouse for reporting using SSRS (SQL Server Reporting Services) (UNFI Project)
- For the ERP Project, Analyzed query execution plans, tuning SQL queries using indexing strategies, and caching frequently used query results for faster access.
- Profiled data to identify anomalies, implementing data cleansing routines (e.g., deduplication, standardization), and integrating with data quality tools through SSIS (SQL Server Integration Services).
- Worked on Schema mapping and transformation, data migration, testing data integrity, and optimizing SQL queries for the new database environment.

SOFTWARE ENGINEER
ORATIER TECHNOLOGIES | JUN 2010 - NOV 2010

- Worked on HMIS for different hospitals of Islamabad and Lahore
- Assisted in developing specific modules of the HMIS, such as patient registration and appointment scheduling
- Wrote clear and concise documentation for the code they develop, making it easier for others to understand and maintain.
- Participated in team meetings, providing updates on their tasks and contributing to discussions on project progress and challenges.
- Helped to develop simple report generation features that allow hospital staff to extract and view data in useful formats.
- Wrote SQL queries, stored procedures, and triggers to manage and retrieve data efficiently.
- Created technical documentation for HMIS, including system architecture diagrams also provided training and support to end-users and technical staff on using the HIMS effectively.