MUHAMMAD NADIR

PMO Head

I'm the PMO Head at Dawateislami's I.T. department. My job is to manage projects, make sure they match our organization's goals, and help our team work better. I lead a team and focus on finding new solutions and making sure projects are done well.

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📍 Karachi, Pakistan.

🌐 www.linkedin.com/in/muhammad-nadir-pmo

EDUCATION

Bachelor of Computer Science
Iqra University
2016-2020

Pre-Engineering
Jinnah Govt. College
2014-2016

SKILLS

- Project Management
- Product Analysis
- System Analysis
- Wire-framing (XD, PS, Canva)
- UX Research
- Documentations
- Risk Management
- Content Writing
- Wikipedia Analysis

LANGUAGE

English

Urdu

WORK EXPERIENCE

Dec 2023 - Present
I.T. Department of Dawateislami
Head of Project Management Office

- Expertly oversee project management operations
- Ensure projects align with organizational objectives
- Drive efficiency and effectiveness in project execution
- Lead and motivate a dynamic team
- Champion innovative solutions and strategies
- Enhance project delivery capabilities

Jan 2023 - Dec 2023
Content Writer - Full Time

- Create high-quality, SEO-optimized content for websites, blogs, and social media.
- Collaborate with marketing teams to develop content ideas aligned with company goals
- Proofread, edit content, conduct audits, maintain Wikipedia pages, manage teams, implement strategies, collaborate cross-functionally.

Jun 2021 - Dec 2022
Evolz - Karachi
Content Writer - Full Time

- Create well-structured content and proofread.
- Edit blog posts & rewrite articles.
- Ensure on-page SEO requirements are met.

Dec 2020 - Feb 2021
Vixteq - Karachi
Jr. Content Writer - Intern

- Perform keyword research & adhere to SEO guidelines.
- Collaborate with editors.
- Create well-structured drafts.

CERTIFICATIONS

Fundamentals of Predictive Project Management
Project Management Institute

Foundations of Project Management
Google

What is Data Science?
IBM