

Syed Qaim Ali Shah

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Career Goal

- To work in a prestigious and dynamic organization where grooming opportunities are available and desire to gain sufficient knowledge regarding massive Projects
- My objective is to obtain a position in a professional office environment where my skills are valued and can benefit the organization. Ideally, I wish to have a focus in Development and Education Mega Projects

Area of Expertise

- | | |
|---|------------------------------------|
| 1. Project Integration Management | 6. Proposal Writing |
| 2. Project Scope & Quality Management | 7. Project Risk Management |
| 3. Project Time and Cost Management | 8. Primavera P6 (Project Software) |
| 4. Project Monitoring and Evaluation | 9. SAP (Project Module) |
| 5. Project Work Breakdown Structure (WBS) | 10. Project Procurement |

Professional Experience Total (6 Years)

Organization Name: **National ICT R&D Fund (Ministry of Information Technology)**
(<http://www.ictrdf.org.pk/>)



Enhance the national ICT related human resource development capacity manifolds by facilitating industrial demand focused human resource capacity building and R&D capabilities in the country and promoting ICT related educational programs and activities.



Designation: **Assistant Manager –Monitoring**

Duration: **October 2013 to Present**

Key responsibilities include:

- 1) Focal Person for Balochistan Universities under project titled “Prime Minister's National ICT Scholarship Program “
- 2) To coordinate with Pakistani 75 universities under project titled “National Grassroots ICT Research Initiative (NGIRI)”
- 3) To update monthly Monitoring Department Dashboard
- 4) Prepared Progress Reports of different projects for the perusal of competent authority
- 5) Preparation of detailed computerized Project plan (WBS) in Project Management Software tools i.e. (Primavera p6 and Microsoft Project Management)
- 6) Implemented project management practices to ensure successful execution of project activities

- 7) Monitoring of physical progress and Fund Utilization Reports (FUR) of different R&D and HRD projects

Organization Name: **Higher Education Commission (HEC), Pakistan** (www.hec.gov.pk)
Project: **USAID Merit Need Based Scholarship Program**

The Higher Education Commission in partnership with the United States Agency for International Development (USAID) has been offering Scholarships of financially needy students who are unable to continue higher studies. This program initiated in 2004.



Designation: **Assistant Project Manager**
Duration: **October 2011 to October 2013 (2 Years)**

Key responsibilities include:

- 1) To Manage Modify and Update program beneficiary student's data in SAP (MIS) database and to generates different reports from SAP Database.
- 2) To work on the scholars Payment files, and also make Invoices and Debit advice from SAP Database.
- 3) Core team member of Scholarship Management Committee (SMC)
- 4) To work on different kind of reports required by competent authority, i.e. Weekly report, Monthly report, Quarterly report
- 5) Perform additional assignments and responsibilities as assumed or requested by supervision.

Organization Name: **AASAAN Foundation formally known as AMAN Pakistan**
(www.amanpk.org)

Project: **Youth 4 Peace Network (Y4PN) Funded by ICCO**
Designation: **Program Officer/Trainer**
Duration: **August 2008 to October 2011**



Key responsibilities include:

- ❖ Arranging meetings and get together of the youths for making the strong Network for peace coordinating under the Y4PN Project.
- ❖ Monitoring of the regular activities according to the project cycle.
- ❖ Conducting trainings for youth groups in KPK, Punjab and Islamabad.
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- ❖ Monitoring of the regular activities according to the project cycle.
- ❖ Developing monthly progress reports in the compliance of financial reports.
- ❖ Meetings with Police Officials, Community Representatives, Religious Scholars, Trade Unionists and Political Leaders to promote the peace activities.

Volunteer Work

- **Plan International** Education Project (It increases the active involvement of children and adults in matters affecting children's education, and improves school leadership and teaching practices.)
- **AASAAN Foundation** Livelihood Project (We diversify and strengthen income generating opportunities for poor and vulnerable Youths in society)
- **UNV (United Nation Volunteer)** Support them Online Different Project.
- **UNICF USA** Tap Project as a Volunteer Support them online volunteer@unicefusa.org
- Member of International Human Rights Commission (IHRC)
- Member of Liberal Forum of Pakistan (LFP)

Professional Trainings

- 30 Days Training on "**Peace and Conflict Transformation**" in **Bangkok City Thailand**.
- 3 Month Advance English Language Course from "**Islamic International University Islamabad**"
- 3 Days Training on "**Resource Mobilization and Fundraising**" organized by HEC and USAID.
- 3 Days Training on "**University Advancement-Corporate Social Responsibility (CSR)**" organized by HEC and World Bank.
- 3 Days Training on "**University Advancement program, The Concept, Theme & Practices**" organized by HEC and USAID.
- 3 Days Training on "**Quality Education Development in Pakistan**" organized SZABIST Islamabad.
- 2 days training on "**Hygiene Education and Promotion**" organized by **Oxfam GB**.
- 3 Days training workshop on "**Project Management Professional (PMP)**" organized by Preston University.
- 2 days comprehensive training on "**Conflict Resolution**" by Institute of Social Sciences, Lahore.
- One day workshop on **Communication Skills** in Islamabad organized by **HRDN**.
- One day training on "**Community Mobilization**" organized by SDPI.

Professional Skills

- Sufficient Knowledge of Project Management Software tools like (MS-Project, Primavera P6)
- SAP (Project and Financial Module)
- Expertise of Large MIS Database of (SAP, Oracle and SQL).
- Proven ability to manage multiple projects/activities in a dynamic fast pace environment.
- Fluent in English, Urdu, Pashto and writing and spoken.
- Highly Efficient in Communication and Presentation skills.
- Experience handling Internet, e-mail, Outlook Express, windows etc.
- Sufficiently competent in using MS Office 2013 and 2010 (MS-Word, Power Point and Excel).
- Huge capacity for hard work and desire for learning.
- Good in English Composition.
- Good analytical skills and the ability to proactively discover process issues and problems
- Ability to work independently and team player.
- Ability to work on multiple projects
- Strong organizational, multi-tasking, and time-management skills
- Ability to work and perform under pressure and be highly adaptable.

Education

Degree: - MPM (Master in Project Management)
University SZABIST University Islamabad Campus 2009 to 2011
Major Subject

- 1) Fundamental of Project Management.
- 2) Project Scope and Integration Management.
- 3) Project Communication Reporting and Presentation Management.
- 4) Scheduling Planning and Time Management.
- 5) Project Monitoring Evaluation and Controlling Management.
- 6) Conceptualization & Project Development
- 7) ERP (SAP Module of Project Management)
- 8) Advanced Skills for Project Management Professionals

Degree: - BSCS (Computer Science) (2003-2007)
University Balochistan University of IT and MS Sciences Quetta (BUIIMS)

Major Subject

- 1) Advance Database and Networking
- 2) Software Engineering and operating System
- 3) Management Information System (MIS)

Language Proficiency

<u>Language</u>	<u>Reading</u>	<u>Speaking</u>	<u>Writing</u>
1) English	Excellent	Excellent	Excellent
2) Urdu	Excellent	Excellent	Excellent
3) Pashto	Excellent	Excellent	Excellent
4) Persian	Good	Good	Good

Personal Information

Father's Name Syed Abdul Qadeem
Nationality Pakistani
Date of Birth July 21, 1984
CNIC # 54303-5861244-3

Reference is available if so required