Muhammad Ahsan Yousuf

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PROFILE

For the last 19 years, I've been contributing my efforts in the field of digital transformation, digitization & process reengineering with commitment to deliver the quality output. I'm passionate, focused, cautious & self-determined Individual, who quickly deep-dives and grasps the solutions & have capacity to take new challenges & assignments with ownership & agility.

KEY SKILLS

- Warehouse Management
- Time Management
- Project Supervision
- Team Management
- Negotiation

- Planning& Scoping
- Cost Control Analysis
- Risk Assessment
- Business Communication
- Contract Management

- UAT Administration
- Change Management/TO-BE

EXPERIENCE

Office Manager/Admin   **Dubai, UAE**
Muhammad Imran Javed Technical Services   November, 2023

- Manage Dat to Day Operations
- Manage Office Stationery
- Receive Phone Calls
- Front Desk

Senior Manager Digitization (Outsourcing Projects)
Future Matrix   **Karachi, Pakistan**
                                        January 2014 – December 2022

- Supervises project progress as per charter & devise Team composition
- Lead Project committee meetings from Implementation side
- Supervises the projects documentation & other specifications for Audit & other quality gates
- Monitor Application Administration, Installations, Business design & Realization
- Provides assistance to Sales & Marketing Team with due diligence in business closure
- Monitor project deliverables with time lines & ensure compliance
- Supervises Warehouse Management & Logistics team.
- Review the progress of post implementation support tickets
- Identify TNA in post MIS meeting with Management
- Supervises physical retrieval of documents

Technical Support and Training Manager   **Karachi, Pakistan**
Future Matrix   January 2007– December 2013

- Design project deployment plan & methodology
- Design Training Calendar as per Business & Industry requirement
- Provide assistance in Application Administration, Installations, & operation straining
- Plan project milestones as per deliverables time boundaries
- Conduct Workshops & Training sessions as per approved Training calendar
- Design compliance data of UAT upon training & share progress report in Steering committee
- Provide post implementation Customer support & services
- Helpdesk management /Program management
- Generate MIS report& identify areas of Improvement

Technical Support Executive   **Karachi, Pakistan**
Future Matrix   January 2004– December 2007

- Work on detailed analytics (like: document type, size, flow, volume, end user search method, Physical storage mechanism and communication network etc.)
- Preparation of document retention & purging policy
- Preparation of post conversion quality assurance policy
- Preparation of digital conversion and archiving Implementation plan & strategy

KEY ACHIEVEMENTS

o Played a team role in order to achieve URS certificate of registration in QMS complies withISO9001:2015forDocumentWarehouse
o Management & Digitalization Services
o Deliver multiple client-side projects within timelines
o CFPM– Certificate Fundamentals of Project Management certificate from USABRASI.

PROJECTS

(FromJAN2014toDec 15,2022)   **(FromJAN2007toDEC2013)**

✓ DIB Pakistan Ltd
✓ Tri-Pack Films   ✓ NIB Bank Limited
✓ IGI Life Insurance   ✓ Burj Bank Limited
                                                      ✓ Pak-Kuwait Investment Co

Go-Live Projects:
✓ Jubilee General Insurance   ✓ JS Investments Limited
✓ Bank Al-Falah Pakistan   ✓ Pak land Housing
✓ ATCO laboratories   ✓ Khushali Bank Ltd
✓ Samba Bank   ✓ Silk Bank Ltd
✓ National Bank of Pakistan

EDUCATION

MASTERS OF COMMERCE   **Karachi, Pakistan**
AIOU (ALLAMAIQBALOPENUNIVERSITY)   2023-In Progress
Majors: **Accounts and Finance**

BACHELORS OF COMMERCE   **Karachi, Pakistan**
GOVT-GHAZALICOLLEAGE
Majors: Accounts and Finance   2015-2017

PERSONAL DETAILS

Date of Birth: 4thMay 1982
Nationality: Pakistani
Linguistic Abilities: English (Proficient), Urdu (Native)
Visa Status: Own Visa, Expiry 2nd Nov 2025
Notice Period: N/A
References: Available upon request