

# Ashfaq Ahmed

## Contact

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### Address

Rawalpindi

### Phone

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### Email

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## Additional Skills

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- Project Management
- Performance Management
- Training & Development
- IT Services Management
- Process Improvement
- Process Management
- Operations Management
- Knowledge Management
- Budget Management
- Project Implementation
- System Testing
- Quality Assurance

## Professional Summary

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Experienced Project Manager with vast IT experience. Skills include Project Management, analytical thinking and creative problem solving. Able to apply customer concepts to IT to improve user experience for clients, employees and administration.

## Work Experience

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MAR 2015 to Present

### TabOnTech Pvt Ltd

#### PROJECT MANAGER

- Coordinate with internal resources and third parties/vendors for the flawless execution of projects.
- Ensure that all projects are delivered on-time, within scope and within budget.
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Develop a detailed project plan to track progress.
- Use appropriate verification techniques to manage changes in project scope, schedule and costs.
- Measure project performance using appropriate systems, tools and techniques.
- Report and escalate to management as needed.
- Manage the relationship with the client and all stakeholders.
- Perform risk management to minimize project risks.
- Establish and maintain relationships with third parties/vendors.
- Create and maintain comprehensive project documentation.
- Supervise, assign duties, and coordinate work schedules of staff and assist them in resolving issues.
- Develop new information communication procedures.
- Create, implement, and monitor detailed projects to ensure standards and deadlines are met.
- Conducting business reviews to ensure clients are satisfied with their products and services.
- Facilitating problem solving and team-collaboration.
- Providing necessary information to team and helping them in remaining focused towards project and business objectives.
- Resolving conflicts, dealing with issues and ensuring effective communication within team members.
- Acting as liaison between team and higher management.
- Stay aware of new technologies and proposing best ever possible technology solutions, while carefully considering its impact on existing system.
- Conducting performance reviews for the team.
- Responsible for hiring, mentoring and training team members and guiding them throughout while keeping a healthy and productive work environment.

JULY 2007 TO SEPTEMBER 2013

### Sofnix Pvt Ltd

#### QA MANAGER

- Responsible for hiring, mentoring and training of team members and guiding them throughout while keeping a healthy and productive work environment.

- Ensuring that all quality procedures were adhered to throughout the company.
- Conducting trainings for new and existing team members.
- Frequent interaction with Operations, Marketing Department, Team Leads and HR Department.
- Ensuring that each and every product should be finally checked before shipment.
- Assisting in evaluation and solution of project problems and refereeing them to Program Manager.
- Working with Data Conversion Team to improve the quality of the work and making sure that they are
- working according to the requirements of the clients.
- Frequent interaction with Production Team for the timely shipment of the orders.
- Coaching, motivating, encouraging and helping team members.
- Facilitating problem solving and team-collaboration.
- Providing necessary information to team and helping them in remaining focused towards project and business objectives.
- Acting as liaison between team and higher management.
- Stay aware of new technologies and proposing best ever possible technology solutions, while carefully considering its impact on existing system.
- Proposing best possible business solutions within boundaries of given constraints (including time, Cost, regulatory, and quality parameters) and requirements.
- Ensuring highest possible level of productivity, continuous improvement and service delivery in
- collaboration with Project Manager.
- Conducting performance reviews for the team.

SEPT 2005 TO MAR 2007

### **Ignite Technologies**

#### **EXECUTIVE ASSISTANT**

- Purchase, receive and store the office supplies.
- Ensuring timely availability of all the basic supplies.
- Conducting trainings for new and existing employees.
- Provide secretarial and administrative support to management and other staff.
- Coordinate the maintenance of office equipment.
- Creating and modifying documents using Microsoft Office.
- Setting up and coordinating meetings and conferences.
- Frequent interaction with Managers and HR Department and Clients.

JULY 2006 to AUGUST 2006

### **The Australian High Commission**

#### **ADMINISTRATIVE ASSISTANT**

- Liaising and arranging meetings of foreign delegations with Government Officials.
- Making accommodations for foreign delegates.
- Making travel and other arrangements for foreign delegates
- Use computer word processing, spreadsheet to prepare reports, memos, and documents
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- Provide secretarial and administrative support to management and other staff
- Coordinate the maintenance of office equipment

- Creating and modifying documents using Microsoft Office.
- Setting up and coordinating meetings and conferences.
- Conducting trainings for new and existing employs
- Frequent interaction with Managers and HR Department.

## Education

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<b>PMAS-AAUR</b> MS (CS)	2017-2019
<b>PMAS-AAUR</b> MCS	2003-2005

## Publications

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Product's Behaviour Recommendations Using Free Text: An Aspect based Sentiment Analysis Approach