



Muhammad Yawar Javed's Profile

16 Years plus IT Head-ITIL® Certified & Awarded Licensed Professional Engineer- PEC

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Professional Technical & Management Trainings (Specializations)

- Data GRM (Group Record Management) conducted by Shell Worldwide.
- CCNA Cisco Certified Network Associate.
- COBIT Control Objectives for Information and Related Technology.
- GSAP Roll out in Shell Pakistan with IBM & Global Shell International IT Teams.
- IT Security & Data Protection Management and CISA
- Change Management conducted by LUMS.
- International Groom yourself for Success conducted by Step.
- 5 Days workshop on Image management International.
- Diversity training from Qatar Airways in Qatar.
- ELOS conducted by ESS net (British).
- Living leadership and HSE and Time Management Trainings.
- PMP Project Management Professional in progress.
- Revamping IT Infrastructure Management.
- Data Governance and Compliance Management.
- IT Service & Project Delivery.
- BCP & Disaster Recovery.
- Change and Risk Data Architecture Management.
- ICT Stake Holder Management.
- Microsoft SQL, JDE Edward, SAP ERP Deployment.

Academic Qualification

Certified Professional Engineer – PE
Electronics & Telecom-2012
PEC (Pakistan Engineering Council).

Bachelor of Engineering (B.E) (2004)
CGPA 3.52 (Position Holder)
Sir Syed University of Engineering and Technology- Pakistan

Five Merit Scholarships during
Studies in Sir Syed University of
Engineering and Technology-
Pakistan.

Certified ITIL Information Technology
Infrastructure Library.

Certified ISO 9001-2008 Quality Management.

SKILLS SUMMARY

- Over 16 years of professional experience in Engineering, Information Technology, Revamping IT Infrastructure and HSE in number of MNC's as a Head of department and IT Project & Service Delivery Manager with a **100% Accident – Free Safety Record.**
- **Team player** and always share knowledge, experience and skills with my Team and involve them in technical discussions and brainstorming sessions and having expertise in Service Management, Project Management, IT Vendor Management, IT Quality Assurance, ERP Implementation, IT Project Management, Risk Management.
- **Fast promotions** throughout the employment career either at **Shell, APL Asia Petroleum (PSO)** proven expertise as a Revamp Infrastructure to work with Business in delivering their IT infrastructure requirements while working with various Stakeholders.
- **Received many consecutives Awards** IT Revamping Infrastructure & BCM Business Continuity. Synchronization within the Global & Regional Project team and to key stakeholders. Rollout an enterprise wide data governance agenda and **SAP OR any ERP implementation** with a focus on improvement, protection through amendments to organization behavior, principles, governance metrics, processes, policies and standards, related tools and data architecture.
- **IT & Telecom Management-** Managed **27 Network Sites, 100 Stake holders/Vendors, 3 Data centers, 2 IVR servers, 200 IP Telephony, more than 15 Subordinates and more than 1000 users all over SHELL Pakistan with diversified technological needs.**
- Developed and retain required processes for ITIL service management system (ITSM) and implementing policies, procedures & delivering awareness sessions on necessary ISO standards.
- Implemented Green Project (Paperless Environment) and **reduced by 50%** after implementation.
- Superintend IT Audit assignment and ensure eminence **IT Audit with detailed and polished documentation.**
- Zealous about solving problems using systematic approaches. Repute for being patient even in critical and stressful situations.
- Adaptable to changing and increasing business environment and experience of working in a global culture.
- Extensively involved in Data Governance, IT Infrastructure and formulating end to end technical ERP business application and business strategies of Head Office, Production Plants & with related Entities.
- Initiated, developed, and implemented multiple revamping improvement programs that include Criticality GAP Analysis, Root Cause Analysis, that helped in reducing equipment and system failures and maintaining the Overall System. The Operational Connectivity **Shutdowns reduced by 30%** after implementation.

- Hands on experience on Wide-ranging experience and demonstrated skills in designing and implementing Service Management systems, PABX solutions, IVR Setup, Server Management, VSAT, Radio Frequency, Wireless LAN, Internet via Satellite.

Muhammad Yawar Javed

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Career Objective Expand leadership responsibilities, improve organizational ability to exceed corporate goals, and help honor all long-term commitments made to customers, stakeholders, employees and the communities in which we live.

Career Highlights in Diverse MNC's Experienced

- HOD IT, along with additional responsibility of Admin & HR @ Aromarts Sept 2016 – Present
- HOD IT @ Asia Petroleum- Pakistan State Oil (PSO) May 2010- 2016
- Various Global Regional IT Infrastructure Roles @ Shell Pakistan July2006 May 2010
- System Engineer @ Comsat Jan 2005-June 2006



Aromarts Pvt Ltd www.aromarts.com.pk

HEAD OF DEPARTMENT- IT Reporting to MD

Sept 2016 - Present



- Currently working as HOD– IT coupled with hands-on experience along with management and leadership responsibilities.
- Contribute to the development of the IT Strategy that supports the expansion, development, growth and performance of the Company business.
- Superintend IT Audit assignment and ensure eminence IT Audit with detailed and polished documentation.
- Develop and retain required processes for ITIL service management system and implementing policies, procedures & delivering awareness sessions on necessary ISO standards.
- Make and govern an enterprise Data Governance Implementation Plan including strategic priorities for development.
- Managed operational effectiveness of technology and related controls and access.
- Contribute to the development of the IT Strategy that supports the expansion, development, growth and performance of the Company business.
- Extensively involved in Data Governance, IT Infrastructure and formulating end to end technical ERP business application and business strategies of Head Office & production plants. Synchronization within the project team and to key stakeholders. Rollout an enterprise-wide data governance agenda, with a focus on improvement of data quality and the protection of sensitive data through amendments to organization behavior, principles, governance metrics, processes, policies and standards, related tools and data architecture.
- Business benefits from new initiatives and focus of business transformation agenda
- Oblige as a relationship between business and operational areas and technology to ensure that data related business requirements for protecting sensitive data, communicated and considered as part of operational prioritization and planning.
- Resolution of Service Request and Requests for Change within SLA agreements Leadership & Team Management Build a lean, skilled and fully engaged team. Develop team in line with target competencies and build bench strength in team.
- Identify new business opportunities pertaining to the use of information assets to achieve efficiency and effectiveness in the marketplace / represent data as a strategic business asset at the Digital Transformation Officer and Senior Management levels.
- Prepare an annual budget (CAPEX/ REVEX) and conduct and review audits and risk management on a monthly basis in order to identify and assess security risk. Provoke business requirements through surveys. Directly involved in establishing SLA for Vendor Management which include evaluation of technicalities, services levels and financials for more than 100 Vendors. Coordinating with all activities associated with asset management, operations, budgeting, disaster recovery and capacity planning. Managing and preparing the procurement and tender/BOQ documents as per organization needs.
- Managing ICT stake holder management, all IT related Compliance Management, Disaster Recovery and designed the customized ERP system with development team and responsible for successful implementation.

Achievements @ Aromarts:

Consecutive Received FIVE (5) Performances based Awards:

- Successfully Implemented ERP System, Revamping Complete Infrastructure, Designed & developed IT Audits & IT Policies & Procedures, Continual Infrastructure Improvements Plans and successfully implementation, Business Continuity Plan & DR Site.

Asia Petroleum Limited **Pakistan State Oil**

www.asiapetroleum.com

www.pso.com.pk



HEAD OF DEPARTMENT- IT -

MAY 2010 – JULY 2016

APL is a joint venture of Pakistan State Oil (Pakistan), Asian Infrastructure Limited (Hong Kong), VECO International Inc. (USA) and Independent Petroleum Group (Kuwait).

Responsible for the development, planning & management of all IT infrastructure Asset SLA (more than 100 vendors), technical services, ERP implementation, Operations, Risk Management, feasibility and Project management & coordination of all activities associated with Asset, Systems, Data Governance and Compliance Management, Networks, Operations, Planning, budgeting, Disaster Recovery. Ensured compliance with IT Policies, Security Standards and strengthen internal controls. Identify and manage key risks in business

Achievements@ APL (PSO):

- Received Award: Overall Revamping IT Infrastructure 2010-2011 of Head Office & Plant.
- Received Award: Implementation of Business Continuity Plan 2011-2012.
- Developed and Implemented IT Audits, Policies and Procedures for business solutions, helpdesk, request Management, Service Level Agreements, HSE etc. and Business Continuity Plan Manual with DR Strategies and technical Solutions according to company's goals.
- Developed Disaster Recovery DR Site and Procedures. Implemented ERP and Computerized Maintenance Management System CMMS.

Shell Pakistan-Worldwide



VARIOUS IT Global/Regional IT & Telecom Infrastructure Roles - JULY 2006 – MAY2010

Resident Network/Project Engineer - Jul 2006 to Mar 2008

Infrastructure Operations Officer IT/Telecom - Apr 2008 to May 2010

LSVFP Local Site Voice Focal Point IT/Telecom - Jul 2009 to Apr 2010

Key Service Responsibilities

As an IOOT (Pakistan) Responsible for swift & smooth Development of Business Users Requirement Documents (BURD) and the Technical Scope of Work for IT Operation & Project of Shell Infrastructure all over Pakistan.

- **IT & Telecom Management-** Looking 27 Network Sites, 100 Stake holders/Vendors, 3 Data centers, 2 IVR servers, 200 IP Telephony, 10 Subordinates and more than 1000 users all over Pakistan with diversified technological needs. Developed HSE risk assessment plan, Telecom Sites, IP telephony & Data Centre upgrade, rolling out key Global SAP National and International Up gradation. Call Center setup - IVR servers & backend Power/IT infrastructure.
- **Operations/Plant-** 5 Sites, Worked on SAP & latest technology hardware maintenance. Tested & Carried out maintenance of IT Servers. One of my core responsibilities was to supervise the GSIP (Global SAP infrastructure planning), which is implemented all over Pakistan.

Achievements @ Shell:

Successfully Implemented Global SAP, HSE, Project deployment of 27 cities. Pakistan

Successfully Completed IT/Telecom Readiness GSIP Infrastructure Relocation Project of 27cities-Pakistan.

COMSETS LTD (UAE based)

SYSTEM ENGINEER - JAN 05–JUNE 06

Worked in Engineering Practices, technical system along with technical and support.

To ensure the availability of Network & telecom equipment inventory in stock. Calibration, testing and maintenance of Electronic field devices managed Engineering hardware & Expertise in ELOS (Electronic Logic Operating System) and IMS.

Achievements @ Comsets: Promoted as an Area Sales Manager due to good IT & Telecom technical and market approach.

References It will be provided upon request.

