



# MOHSIN MUNIR

Project Coordinator PMP® | PMI

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Dubai, UAE

mohsin-munir-464a09144

## STRENGTHS & SKILLS

Active Listening

Problem-solving

Interpersonal

Critical thinking

Leadership

Communication

Salesforce

Jira

Microsoft Project

Project Management

## AWARDS

Appreciation Certificate:

Network International  
Feb 2022

## REFERENCES

References available upon request

## ABOUT ME

Result-oriented and experienced project coordinator with more than 5 years of professional experience. Equipped with a strong analytical and promising skill-set. Proficient in various platforms CRM, ERP and project management tools. Able to effectively self-manage during independent projects, as well as collaborate as part of a productive team. Always looking out for and learning new and better approaches and technologies that help me do a better job.

## EXPERIENCE

### Project Coordinator | Network International

Sep 2021 – May 2022

Dubai, UAE

- Coordinator for Expo2020 Dubai Project
- Manage downloading and testing POS terminals.
- Back office calls, emails and documentation.
- Working on CRM (Salesforce and Avanza) and various management systems.
- Handles administrative tasks for project manager and team members to keep the project running smoothly
- Planning certain parts of the Project, Monitoring it's progress, coordinating meetings and overseeing members of the project team

### Project Coordinator | ADB Technical Service LLC

April 2019 – Aug 2021

Dubai, UAE

- Create and maintain comprehensive project documentation, plans and reports
- Update project progress and handle any issues that arise with the team and management
- as the point of contact and communicate project status to all participants and management
- Use technical tools to monitor working hours, plans and expenditures.
- Make sure that clients' needs are met as projects requirements
- Assign tasks to internal teams and assist with schedule management

### Resident Engineer | Punjab Information Technology Board

Nov 2016 – Mar 2019

Lahore, Pakistan

- Requirements gathering from clients and Coordinate project management activities, resources, equipment and information.
- Data Management according to the standard order and make it easy for accessible.
- Using "back-office" computer systems (ERP software)
- Create and update records ensuring accuracy and validity of information
- Preparation Billing of Quantity reports using Microsoft tool
- Use Analytical abilities and aptitude in problem-solving

## EDUCATION

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BS Computer Science | [Virtual University of Pakistan](#)

📅 2013 – 2017

📍 Lahore, Pakistan

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F.Sc Pre. Engineering | [MAO College Lahore](#)

📅 2009 – 2011

📍 Lahore, Pakistan

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Matriculation | [Christian High School Gujranwala](#)

📅 2007 – 2009

📍 Gujranwala, Pakistan

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## PROFESSIONAL CERTIFICATIONS

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Project Management Professional PMP ®

📍 PMI

Project Management Professional Training

📍 Red Learning Institute

Intro to Service Management with ITIL® 4

📍 LinkedIn

Become a Software Project Manager

📍 LinkedIn

Project Management Foundations: Teams

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Project Management Foundations: Risk

📍 LinkedIn

Agile Foundations

📍 LinkedIn

DevOps Foundations

📍 LinkedIn

Scrum: The Basics

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