



Nadeem Shehzad

10+ Years IT Professional Experience

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Personal Data

Date of Birth

06th September 1983

Place of Birth

Pakistan

Religion

Islam

Marital status

Married

Languages

English

Urdu

Hindi

German

Visa Status

Employment

Driving Licence:

Valid UAE

OBJECTIVE

To seek challenging position with strong desire to make a substantial and positive impact towards the success of the organization and my own career growth.

PROFESSIONAL EXPERIENCE

January, 2012 –Present.

EMPOWER (Govt. of Dubai), Dubai UAE

Position: Sr. System Analyst

Job Responsibilities: Acting as Project Manager

- Identify & Analyse business or customer requirements and information technology alternatives.
- Synergizing Business Processes
- Identify, communicate, and manage risks associated with projects.
- Plan, schedule, and control activities throughout SDLC to complete the identified goals while applying technical, theoretical, and managerial skills to meet project requirements
- Create project plans for information technology development and UML
- Translate requirements into new information technology project specifications
- Project Budgeting, Project timelines and cost effective planning for Project
- Project Demonstration to Management (Project Presentation, Pictorial Representation) and Cost-Benefit analysis
- Project Documentation (Business Requirement, Functional Specification, Unit Testing & UAT)
- Prepare RFP & RFQ
- Vendor Selection , Cost Negotiating , Preparation of Vendor Agreement to leverage Company terms and condition
- Manage risk within the project team and ensure risks have appropriate migration and contingency plans
- Prepare End user manual and user training
- Managing Changes via IT Change management process

PROJECTS DONE:

- ✚ **Mobility Solution**
- ✚ **E-Payment System**
- ✚ **Customer Complaint Management system**
- ✚ **IT Incident Logging System**
- ✚ **Website Revamp and NOC System**
- ✚ **Customer Care & Billing System**
- ✚ **Maximo Migration from v6 to v7 (Acting as Max-Admin)**
- ✚ **Oracle (ERP)Upgrade to R12**
- ✚ **Business Process Automation, Time Tracking**

May, 2007 – December, 2011

EMPOWER (Govt. of Dubai), Dubai UAE

Position: IT Analyst

Job Responsibilities:

- Analyse current business process, design business flows
- Study business processes and prepare DFDs
- Creation of process documents
- Prepare End user manual and user training material for users.
- Interaction with core team members, end users & other team members to implement the processes
- Coordination with Vendor for New System / Application Developments & Testing
- Application Support (First Level)

Personal Interest & Hobbies

Playing Badminton

Swimming

Reading Books

Internet

Brief Introduction about the Companies

Empower

Emirates Central Cooling System Corporation is high profiled Government Company which provide Central Cooling (World largest) in UAE

Retail Professionals

Retail Professionals dealt in Retail Pro Software (Inventory control) in all over the GCC.

Kamran Lubricants

Kamran Lubricants Private Limited is the manufacturer of all types of High Grade Lubricating Oils & Greases

March, 2006 to April, 2007.

Retail Professionals, Dubai UAE

Position: **Team Leader**

Job Responsibilities:

- Analysis of pre operating System before implementation of new system
- Project Implementation
- Hardware Installation and configuration
- Project customization as per business requirement
- Reports Designing
- End User training
- Technical Support

PROJECTS DONE IN GCC:

During my job at Retail Professionals, I have done the projects for following companies;

- ✚ Geekay Games
- ✚ Luxcotour
- ✚ Zaks
- ✚ Home Sweet Home
- ✚ Red Star
- ✚ Falaknaz Group
- ✚ Master Franchise
- ✚ Diesel
- ✚ U.A.E Trading (Rodeo Drive)
- ✚ Muhammad Abdul Jawad Group (Bahrain)

October, 2005 to Feb, 2006.

Kamran Lubricants, Pakistan

Position: **IT Consultant**

Job Responsibilities:

- Analysis of pre operating System
- Cost evolution for the required Software
- Hardware Installation and configuration
- Provide the business requirement to develop system
- Testing after implementation
- Users training
- System Support

Technical and Project Management Exposure

- ❖ Project Management, Project Planning, Project Budgeting, Risk Management, Team Management
- ❖ C/C++, PL/SQL, Assembly Language, Java Script, Delphi
- ❖ Microsoft Visio and BI (BIRT)
- ❖ UML, Use cases, activity and class diagramming
- ❖ Artificial Intelligence (Expert System, Artificial Neural Network, Knowledge representation)
- ❖ Software Project management
- ❖ Software Development Life Cycle (Agile Scrum & Water Fall Model)
- ❖ Web application design techniques and UI design
- ❖ Information Architecture and Wire-framing


PROFESSIONAL SKILLS

- Good Interpersonal and Analytical Skills
- Possess good judgment
- Influencing and negotiating
- Systematic & Organized
- Posses strong sense of responsibility
- I am self-motivated person who is diligent and ambitious.
- I have high-level energy, determination and willing to learn, take on new challenges.
- I am an effective planner, creative, organized and posses a pleasing personality and have the ability to interact well with the people.
- Committed team player
- Patient and hardworking

EDUCATION AND TRAININGS

- **BSCS (Hons) Computer Science** (2005)
University of Central Punjab, Punjab, (Pakistan)
- **Intermediate (FSC – Pre Engineering)** (2001)
Government College Bosan Road, Multan, (Pakistan)
- **SSC (Science)** (1999)
Government Higher Secondary School, Multan, (Pakistan)

Certifications and Trainings:

- **Project Management Professional** (2016 – Dubai, UAE)
- **IBM Certified Deployment Professional - Maximo Asset Management V7.5** 
- **QHSE** (2009) Dubai, UAE
- **Leadership and Management Skills** (2013 – Dubai, UAE)
- **Worklife Balance** (2013 – Dubai, UAE)
- **Maximo (Application Designing, WF Designing, Report writing Skills (BIRT), Customization)** (2014 – Dubai, UAE)

References: Will be furnished on demand

Your company is widely known for its radical new approach and I believe my skills would be a valuable addition to your team. In the view of the above particulars please consider this application and give me an opportunity in your esteemed organization.

I would welcome the opportunity to discuss with you how my skills and experience could be used within your company

Thanks and Regards,

Nadeem Shehzad