



MOHSIN MUNIR

Project Coordinator PMP® | PMI

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Dubai, UAE

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PROFESSIONAL CERTIFICATION

PMP® | PMI Certified

PM Professional Training

Cert Prep: PMI-ACP

OPS Risk Management

Scrum: The Basics

Agile Foundations

DevOps Foundations

Service Management ITIL®

STRENGTHS & SKILLS

Active Listening

Problem-solving

Interpersonal

Critical thinking

Collaboration

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

Consultant | Network International

July 2022 – Present

Dubai, UAE

- Performed appropriate and confidential handling of sensitive information
- Completed analysis of transactional information to identify risk, trends and potential wary activity.
- Maintained detailed records on clients for second-level review
- Performed the required KYC screenings on customers documenting the information obtained on the client's as required by global KYC procedures.
- Tools use for AFU and KYC process: Way-4, Salesforce, Base-24, Omnipay, MIS and Excel.

Project Coordinator | Network International

Sep 2021 – June 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
- Management of all project documentation and Communicate project status.
- Preparation Billing of Quantity (BOQ) reports using Microsoft tool for Capex Projects.
- 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 (BOQ) reports using Microsoft tool for Capex Projects.
- Use Analytical abilities and aptitude in problem-solving

EDUCATION

BS Computer Science | Virtual University of Pakistan

📅 2013 – 2017

📍 Lahore, Pakistan

F.Sc Pre. Engineering | MAO College Lahore

📅 2009 – 2011

📍 Lahore, Pakistan

Matriculation | Christian High School Gujranwala

📅 2007 – 2009

📍 Gujranwala, Pakistan

PROJECTS

EXPO 2020 DUBAI

📍 Network International LLC, Dubai, UAE

PRISONS MANAGEMENT INFORMATION SYSTEM (PMIS)

📍 Punjab Information Technology Board, Lahore, Pakistan.

IT BASE PROFILING

📍 Punjab Information Technology Board, Lahore, Pakistan.

CRIMINAL RECORD MANAGEMENT SYSTEM (CRMS)

📍 Punjab Information Technology Board, Lahore, Pakistan.
