

Ali Zaib

Project Management Professional Certified (PMP)

PMI-Agile Certified Practitioner (PMI-ACP)

Six Sigma Master Black Belt Certified (SSMBB)

Lean Six Sigma Green Belt Certified (LSSGB)

Six Sigma Yellow Belt Certified (SSYB)

Six Sigma White belt Certified (SSWB)

Negotiation Associate Certified (NCN-A)

Scrum Fundamental Certified (SFC)

Address House #43, F8-Markaz, Islamabad, Pakistan, 44000

Twitter <https://twitter.com/AliZaib5357>

Phone 00923336015357/00923131863304

WWW <https://zety.com/profile/ali-zaib/278>

E-mail alizaib5357@gmail.com

A hard-working, confident, highly motivated individual and a strong team leader with 4 years of Experience In, Project management, Customer Dealing, creating & implementing programs to improve business operations, monitoring and controlling project activities, Measuring, and identifying risk of projects, Recourse management and end to end Project Delivery. Have an objective to achieve excellence and stand among the very best of the profession while working with a dynamic team of leading professionals. Confident and poise in interactions with individuals at all levels. Detail-oriented and resourceful in completing projects, able to multi-task effectively. Have experience in many kinds of delivery activities, was involved in actual execution of various Mega, Minor & Medium Projects.

Work History

2021-03 –

Head-PMO

Present

Pure logics, Lahore, Pakistan

During this time span I have explored and utilized all project management knowledge and skills.

Major Responsibilities includes

- Provide services to the project managers such as consulting, guidelines of planning, scheduling, estimating, costing, delivery, and risk assessment, and serve as an advocate for best practices in project management.
- Assisting the company to develop a framework and methodologies for the planning and delivery of programs and projects.
- Delivering a standardized approach to initiating, planning, executing and controlling projects to ensure the most efficient use of resources as well as reducing the level of risk.
- Performing quality assurance on the way projects are planned and executed, to ensure compliance with company standards.
- Projects reporting and ensuring that project managers are following sop's, conducting daily standup meetings, retrospectives, status reports, weekly and monthly reports.
- New process creation as per requirement of nature of projects in accordance with CMMI and project management institute methodologies.
- Trainings and knowledge management of project managers to keep the managers up to date with new methodologies and frameworks.
- Monthly audits of project manage and follow up with them for their improvement.
- Profit and loss statement analysis of all projects going on in streamline and making sure things are going as per plan.
- Ensuring customer centricity, loyalty, value creation and their trust.

- Regular meeting with CEO for managers feedback, customer feedback and making strategies for business development.
 - Ensuring that risk, lesson learned, change requests and issues are being logged and documented properly.
 - Ensuring proper change control process for bigger changes in the project
 - End to end Responsible for a Strategic Oriented project, daily, weekly meeting and stakeholder's engagement
 - Responsible for Customer Complaint Management, Quality Assurance, Training, Organization Corporate Strategy, Development & Management and Corporate Communication
 - Responsible for Standardization/Development of Systems & Processes across customer touch points
 - Responsible for Projects & Workforce Management (Resource optimization, Profitability, Budget Management)
 - Responsible for Churn Management, Customer Retention, Customer Relationship & Engagement
 - Responsible for Efficient & effective complaint management policies/processes
 - Responsible for Customer Journey Mapping and Customer Behavioral Analysis
 - Responsible for Business Processes Development/Re-engineering
 - Responsible for Management of Service activities and awards
 - Responsible for Corporate Governance Management
 - Responsible for Organizational Policies and Process Standardization/Management
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- Responsible for Organizational Corporate Strategy Development, Implementation, departmental Business plans/targets alignment and progress reviews

2020-02 – 2021-02

Project Controls Manager

Huawei Technologies, Islamabad, Pakistan

During this time span I have explored and utilized all project management knowledge and skills.

Major Responsibilities includes

- Managing and Organizing Internal KPI's, Team member's trainings, evaluating and assisting them to enhance their technical and managerial capabilities.
- Weekly and monthly review's with customer and Supplier regarding project progress, delivery progress and acceptance milestones.
- Regular audits and business process evaluations to improve customer experience and reduce costs of the projects.
- Monitoring and controlling certifications (Cyber Security, Network safety, EHS, Project management and Huawei other certifications) of Team on boarded the project.
- Monitoring and Controlling Subcontractor Pending and Wrong accepted PO's. Issuance of warning for delays and mishaps with coordination of FSC.
- Coordination with CEG for identifying scope, offering for Quotation, open bidding, evaluating source selection criteria and making selection of particular supplier for that particular scope of work.
- Acting as a bridge between higher management and stakeholder of projects.
- Meeting arrangement Management with Customer, Internal stakeholders of projects, various departments and sponsors as well as taking dictations and minutes and communication between all concerns regarding dictations and minutes.
- Direct Responsible for Project daily, weekly, biweekly and monthly reports for Customer and internal Stake holders.
- Direct responsible for Reporting with Department director and Top management of Company.
- Directly engaged with Top management, Middle East and China HQ management for different approval and run time issue of projects.
- Master plan Accuracy, Follow-up with respective product PM, FSC PD, Nominal's requirement and fulfillment and communicating with each concerned stakeholder.
- End to end Responsible for a Strategic Oriented project, daily, weekly meeting and stakeholder's engagement responsible.
- Revenue forecasting for overall project, quarterly and monthly synching with internal and Customer Targets. ,
- Project KPI's management like T2/T3, LOD, LTO, Revenue, Long term PO's, ETM Handover follow-up form Concerned stakeholders.
- Daily KPI's Meeting's Management, Stakeholder's engagement, Efficient and productive sessions arrangement.

- Customer reporting regarding project, products, scope of work progress and all supports highlighting to achieve project Objectives.
- Handling nationwide equipment processing efficiently.
- Weekly and Monthly Audits for Abnormal PR/PO, wrong PO issuance to avoid "No PO, No work" violation.
- Service configuration for microwave, power and wireless products.
- Project Resources Management according to monthly, quarterly and overall project forecast and Delivery reviews.
- Management, Technical and self-grooming trainings management for Project Team members lagging behind in management or any new technology introduced.

2019-07 - 2020-02

Delivery Team Lead

Huawei Technologies, Islamabad, Islamabad

During this time span, being the part of project team I was specially allocated to handle the delivery process of Microwave rollout, low cap, Hi cap, SDB and MIMO links from getting the Design data from Design team till equipment outbound from warehouse.

Major Responsibilities includes.

- Plan, monitor and control the delivery process according to RFI (Ready for Installation) Confirmation from Customer.
- Plan, Monitor and Control of Key milestone involved during Equipment Processing.
- Plan, Monitoring and control of Tasks Integration to achieve target timelines.
- Equipment delivery from getting designs from design team till out bounding of equipment from warehouse.
- Weekly audits regarding all installation, Transportation and dismantling Purchase requests and purchase orders.
- Weekly reporting regarding equipment outbound from warehouse to sites.
- Weekly review with PM's regarding Delivered scope and scope in hand to be delivered.
- Monthly review with Product TL's for making Local Purchase requirement.
- Managing Database of all delivered scope of all products.
- Awarded as Employee of the month by delivery equipment for 300 New Physical sites and making them on-air in given specific time.

2019-01 - 2019-07

Project Coordinator

Huawei Technologies, Islamabad, Pakistan

During this tenure, I have been provided with opportunity to be part of FSC team to handle massive Rollout Projects Delivery. Specifically allocated to handle Delivery process form Customer Site Allocation till Equipment RTP (Ready to Pick) in Warehouse for Subcon.

Major Responsibilities are as following.

- Implementation of Transformed activity flow for Equipment Processing.
- Plan, Monitor and Control of Key milestone involved during Equipment Processing.
- Issuing Work orders in ISDP (Integrated Service Delivery Platform) to responsible departments and individual based on locked SLA.
- Plan, Monitoring and control of Tasks Integration to achieve target timelines.
- Coordination with PO Office (Project Operation Office) for Following Tasks.

1. DU ID (Delivery Unit ID) Definition in ISDP (Integrated Service

2. Delivery Platform) for targeted sites

3. Service Configurations in ERP-PM

4. Subcon PR/PO (Purchase Request/Purchase Order)

- Coordination with Project Operation Office for Following Tasks.

1. PCE/DCE (Product Configuration / Delivery Configuration) for targeted sites.

2. MR (Material Request)

3. DN (Delivery Notes)

4. Special Material Requests

5. Return Note

6. Claim request

- Coordination with SCM (Supply Chain Management) Team for getting Material RTP.

2018-10 - 2019-01

Equipment Processing Intern

Huawei Technologies, Islamabad, Pakistan

During this tenure, I have been provided with opportunity to be part of FSC team to handle massive Rollout Projects Delivery. Specifically allocated to handle Delivery process from Customer Site Allocation till Equipment RTP (Ready to Pick) in Warehouse for Subcon.

Major Responsibilities are as following.

- Implementation of Transformed activity flow for Equipment Processing.
- Remote monitoring of field activities, Supplier issues resolution for smooth execution of work going on field.
- Plan, Monitor and Control of Key milestone involved during Equipment Processing.
- Issuing Work orders in ISDP (Integrated Service Delivery Platform) to responsible departments and individual based on locked SLA.
- Plan, Monitoring and control of Tasks Integration to achieve target timelines.

2018-07 - 2018-10

Customer Service Executive

Ufone, Islamabad, Pakistan

As Customer Service Executive, tasks include following.

- Understanding customer's needs and convey them to product development departments in order to attain objective of customer satisfaction.
- Have been awarded as top performer of month in very first month of joining by taking over 150 calls per day with no fatal call.
- Ample knowledge of complain management system and highly skilled to use it Formulation of processes and workflows of all operations at center, and quality assurance.
- Acting as bridge between various departments of company and clientele in order to facilitate them to get their issues resolved in Time. Have been involved in formulation of processes and procedures of Customer Relations department.

2018-01 - 2018-07

Project Coordinator

ISE Experts, Islamabad, Pakistan

During this tenure, have been provided with opportunity to explore limits and capabilities of project management skill.

Major Responsibilities are as following.

- Kept projects on schedule by managing deadlines and adjusting workflows as needed.
- Gathered requirements for ongoing projects and organized details for management use.
- Planned and arranged meetings with external organizations and individuals, enabling all parties to meet and discuss project progress.
- Built strong relationships with internal and external stakeholders and devised strategies, initiatives, and events promoting products and services.
- Checked compliance of company safety plan and delivered recommendations to address regulatory issues.
- Coordinated presentations for customers and project members detailing project scope, progress and results, keeping all entities well-informed of milestones and goals.
- Awarded consecutive 3 times as Employee of the month award by achieving client's satisfaction.

Education

2020-02 - Current	MS: Project Management <i>Bahria University - Islamabad</i>
2014-02 - 2018-07	BS Electrical Engineering: Telecommunications <i>Comsats University Islamabad - Islamabad</i>
2011-04 - 2013-06	Fsc: Pre-Engineering <i>Govt. Degree And Post Graduate College - Kot Sultan, Layyah</i>
2009-03 - 2011-04	Matric: Science Education <i>Govt. Boys High School Peer Jaggi - Kot Sultan Layyah</i>

Software

MS Project
Microsoft word
Microsoft Excel
Microsoft PowerPoint
EPM



Certifications

Year	Certification name	Institute
2020	Project Management Professional	Project Management Institute
2021	PMI-Agile Certified Practitioner (PMI-ACP)	Project Management Institute
2021	Six Sigma Master Black Belt	International Six Sigma Institute
2021	Project Management Essentials Certified (PMEC)	Management and Strategy Institute
2021	Master's In project management	American Academy of Project Managers
2021	Six sigma Green Belt	International Six Sigma Institute
2021	Six Sigma Yellow Belt Certificate	Six sigma Study
2021	Microsoft Project Expert	Project Management Institute
2021	Six Sigma White Belt from CSSC	Council for Six Sigma Certifications
2021	Project Management Foundations: Schedules (PMI)	Project Management Institute
2021	Six sigma White Belt from MSI	Management and Strategy Institute
2021	Scrum Certified	Scrum Study
2021	Negotiation Associate	NG Study
2021	Corporate Sales Fundamentals	SM Study
2021	Digital Marketing Fundamentals	SM Study
2021	Marketing Research Fundamentals	SM Study
2021	Marketing Strategy Fundamentals	SM Study
2021	ISO/IEC 20000 IT SERVICE SKILLFRONT	SKILLFRONT
2021	ISO 9001 QUALITY MANAGEMENT SKILLFRONT	SKILLFRONT

2021	Agile Methodology Advanced	Study Section
2021	Agile Methodology Certification Exam (Foundation)	Study Section
2021	Managing Project Stakeholders (NASBA)	National Association of State Boards of Accountancy (NASBA)
2021	Project Management Foundations: Communication (NASBA)	National Association of State Boards of Accountancy (NASBA)
2021	Project Management Foundations: Risk (NASBA)	National Association of State Boards of Accountancy (NASBA)
2021	Project Management Foundations: Ethics (NASBA)	National Association of State Boards of Accountancy (NASBA)
2021	Project Management Foundations: Requirements (NASBA)	National Association of State Boards of Accountancy (NASBA)
2021	Project Management Foundations: Teams (NASBA)	National Association of State Boards of Accountancy (NASBA)
2021	FOUNDATIONS OF BUSINESS AND ENTREPRENEURSHIP	SKILLFRONT
2021	ISOIEC 27001 INFORMATION	SKILLFRONT
2021	lean foundations professional certification	SKILLFRONT
2021	Introduction to Procurement Services	UNICEF
2021	Inclusive communication module	UNICEF
2019	HCIP Routing and Switching	Huawei
2019	HCIA Routing and Switching	Huawei
2019	Cyber Security	Huawei
2021	Project Management Foundations: Schedules (LinkedIn)	LinkedIn
2021	PMI ACP® Training	Master of Project Academy
2021	Six Sigma Training	Master of Project Academy
2021	Negotiation Advanced	United states Institute of Peace
2021	Design monitoring and Evaluation	United states Institute of Peace
2021	Conflict Analysis Advanced	United states Institute of Peace
2021	Preparing for Peacebuilding	United states Institute of Peace
2021	Design, Monitoring and Evaluation	United states Institute of Peace
2021	Mediating Violent Conflict Advanced	United states Institute of Peace
2021	Conflict Analysis (Micro)	United states Institute of Peace
2021	Good Governance (Micro)	United states Institute of Peace
2021	Civil Resistance Dynamics of Nonviolent Movements	United states Institute of Peace
2021	Nonviolent Action (Micro)	United states Institute of Peace
2021	Religion and Peacebuilding (Intro)	United states Institute of Peace
2021	Gender Inclusivity in Peacebuilding Micro	United states Institute of Peace
2021	Mediating Violent Conflict Micro	United states Institute of Peace
2021	Negotiation Micro	United states Institute of Peace
2021	Disability Orientation	UNICEF
2021	Google Cloud	IT Pronix Solutions
2021	Cyber Security (IT Pronix Solutions)	IT Pronix Solutions
2021	CCNA	IT Pronix Solutions
2021	Microsoft Advance Excel	IT Pronix Solutions
2021	DevOps	IT Pronix Solutions
2021	AWS	IT Pronix Solutions
2021	Artificial Intelligence	IT Pronix Solutions
2021	IOT - Internet of Things	IT Pronix Solutions
2017	MS Power point Certificate	Microsoft
2017	MS word Certificate	Microsoft

Skills

Project planning and development	●●●●●
Advanced problem solving	●●●●●
Lean manufacturing and design	●●●●●
Data gathering and tracking	●●●●●
Performance Evaluations	●●●●●
Procedure development	●●●●●
Change Control Processes	●●●●●
Project estimation and bidding	●●●●●
Project Management	●●●●●
Staff Management	●●●●●
Project management	●●●●●
Project management processes	●●●●●
Project management expertise	●●●●●
Project management skills	●●●●●
Project Management Professional (PMP)	●●●●●