





CONTACT ME

 Karachi, Pakistan

 fahadhabib0341@gmail.com

 0321-2197427

 @fahad-habib-3918b1138

EDUCATION

Indus University

2017-2021
Bachelor in Computer Science

Gov.t Degree Boys Collage

2014-2016
Intermediate

The Learning Circle

2011-2013
Matriculation

SKILLS

Communication and interpersonal	<div><div></div></div>
Leadership and teamwork	<div><div></div></div>
Analytical and problem-solving	<div><div></div></div>
Time management and Resource Management	<div><div></div></div>
Risk and Problem Solving	<div><div></div></div>
Agile/ Waterfall Methodology	<div><div></div></div>
Client Management & Stakeholder Reported	<div><div></div></div>
Technical Documentation/Reporting	<div><div></div></div>
Project Management Tool	<div><div></div></div>

CERTIFICATES

Aptech ACCP Pro/EE

2017-2029

- Creating Static & dynamic Website through HTML/CSS/JS
- Working on Web Based Application using core java.
- WordPress/Custom CSS
- knowledge about OOP/Algorithm.

Fahad Habib

Project Manager

Project Coordinator

Mar 2022 - Present

Cooperative Computing I Karachi

- Manage Software Development project activities for multiple projects across all project phases, based on Project Management principles and best practices.
- Ensure project deliverables are on schedule and within cost parameters.
- Proactively manage changes in project scope, identify risks and devise contingency plans.
- Communicate with team members to clarify project expectations in a timely and clear fashion; Delegate tasks and responsibilities appropriately.
- Guiding the team in self-organizing to fill in the intentional gaps left in the Agile/Scrum frameworks.
- Assist the test team in creating test plans and testing efforts.
- Ability to multi-task and use innovative management techniques.
- Mentoring and providing guidance to team members.
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships.
- Perform the final quality check and sign-off for all project deliverables.
- Set and continually manage project expectations with team members.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical paths.
- Plan and schedule project timelines and milestones using appropriate tools.
- Track project milestones and deliverables.
- Develop and deliver a progress report.
- Manage Internal & External resources as well.
- Project Management Tools Like Jira, Confluence, Basecamp & Clockify.

Project Manager Intern

Dec 2021 - Feb 2022

Cooperative Computing I Karachi

- -Assisted PM in the execution of multiple projects.
- -To prepare for FSD, SOW, and WBS, user stories, a Project plan etc.
- -To learn and run the project on a day-to-day basis. Verify that the project produces the required deliverables of quality within the specified constraints of time and achieves the potential benefits defined in the business case.
- -To learn the PMO process and make a strong bond with the team.
- -Improve listening, writing, and client communication.
- -To learn how to used Project Management tools (JIRA ,Basecamp , Azure & MS Team etc).

Social Media Marketer/ Telemarketers

AUG 2019 - AUG 2021

If logic Communication Karachi

- Manage the Social Media team.
- Generate Sales through Different Social media Social platforms & make sure Customer satisfaction.
- Plan calls with the previous clients and asks them to take more services from us.