

# Ashir Mehmood

BE (Electronics) / MBA



## Contact

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## Skills

- Agile Project Management
- Web Development Project Management (Processes, Technologies, Upsell)
- Agile Frameworks (Scrum, Kanban, XP)
- Project Documentations (With complete lifecycle)
- Change Management
- Risk Assessment
- Project Feasibility & Designing
- Resource Management
- Business Process Re-Engineering
- Customer Relationship Management
- Training Development attitude

## Tools

- MS Office
- MS Projects
- Jira
- Zoho Projects
- Trello
- Bitrix
- Freedcamp
- Taskade

## Experience

### Project Coordinator – Oct, 2022 to Present

**ArwenTech Pvt. Ltd**, Karachi, Pakistan

- Collaborate with cross-functional teams to ensure project goals and objectives are met.
- Develop and maintain project schedules, plans, Scopes, Risk Registers, Communication Plans, Trackers, Weekly Reports, Resource Pool.
- Managed competing demands and professionally adapted to frequent change, delays and unexpected events.
- Kept projects on schedule by managing deadlines and adjusting workflows.
- Facilitate meetings and ensure timely and effective communication among stakeholders.
- Established reports and engaged with stakeholders to build lasting professional relationships.
- Provide technical and functional support to project teams and stakeholders.
- Keep up-to-date with industry trends and advancements to continuously improve project delivery processes.

### I.T Team Coordinator – March, 2022 to Oct, 2022

**Xper2go Pvt. Ltd**, Karachi, Pakistan

- Intercept client requirements and translate them into accurate solutions designing with the help of Principle IT Consultants
- Produce reports, proposals, project status and milestones draft for weekly meetings.
- Monitor the progress of projects and customer complaints and make necessary adjustments to ensure successful completion of projects and meeting SLAs on customer incidents.
- Coordination with field and remote engineers, managing and scheduling their activities.
- All client and internal resource communications along with incident management.

### Technical Account Manager – Jan, 2021 to March, 2022

**Multinet Pakistan Pvt. Ltd**, Karachi, Pakistan

- Use engaging communication techniques coupled with analytical insight to create high-value, long-term customer relationships.
- Take ownership and solve increasingly complex customer issues in line with support process and policy and ensuring customer satisfaction.
- Analyze issue, using sophisticated tools, own knowledge and where appropriate liaise with others to identify the cause and solution for the issue.
- To ensure the maximum uptime of B2B blue-chip customers & provide the earliest possible resolution by coordinating with the concerned depts.

### Management Trainee Officer – Jan, 2018 to Jan, 2020

**Sui Southern Gas Company Ltd**, Karachi, Pakistan

- Initialize the MIS system processes and their implementations.
- Conducts Joint Calibration Activities to comply with the accountability, performance and reconciliations for all the Quality and Measurement instrumentations.
- Perform reconciliation of overall SSGC transmission network to assist the top management with monthly statistics against all Point of Deliveries in Sindh & Balochistan Region.
- Develop consistency across reports and converts them into meaningful information to maintain the management information system.
- Works on technical specifications and evaluations for electronic instruments used for daily maintenance and measurement activities.

### Online Technical Support Engineer - 03/2017 to 10/2017

**Optix Pakistan Pvt. Ltd**, Karachi, Pakistan

# P R O J E C T S

**Citi Bank (Video Conferencing Room Setup):** Managed project for installation & commissioning of video conferencing room setup with Polycom & Extrom Equipment.

**TCS (Serv-U - Manage File Transfer):** Managed project for deployment and configuration of SolarWinds Serv-U Manage File Transfer.

**Bank Al Falah (Serv-U - Manage File Transfer):** Managed project for deployment and configuration of SolarWinds Serv-U Manage File Transfer.

**Dynea Pak (Fortinet 60F Deployment):** Managed project for Fortinet FW deployment at Dynea Pak (KHI, SWABI & HUB) offices, with SD WAN configurations.

**Friesland Engro (SQL Server 2019):** Managed project for deployment of SQL server 2019 and it's migration.

**LUMS (Manage Engine – End Point Central):** Managed project for implementation of ME – End Point Central and LUMS University, Lahore.

**State Bank of Pakistan (SolarWinds - Network Monitoring Solution):** Coordinated project for deployment of 8 modules of SolarWinds includes (NPM, NCM, NTA, SAM, VMAN, SRM, Kiwi SysLog, APE)

**SSGC (Web Help Desk):** Coordinated project for deployment of SolarWinds - Web Help Desk at SSGC Karachi Office.

**Faysal Bank (App Dynamics – Cisco):** Coordinated project for implementation of App Dynaimcs.

**Skyline Communication (Data Center Migration):** Managed data center migration and users migration over cloud environment at Skyline Communications (USA),.

**Security and Compliance (80 Properties - USA):** Managed the security and compliance project for (meeting IT compliant) the 80+ hospitality customers in USA.

**Advance Hospitality Technologies:** Managed onboarding of 4 hospitality customers groups of (4-12 properties), including all of their IT systems.

**CMPAK (H3C – Servers / F5 – Load Balancer / Cisco – SAN Switches):** Coordinating project for BSS Enhancement program at CMPAK for deployment of 55 H3C servers along with load balancer and SAN switches at CMPAK – Islamabad & Lahore Office.

**NADRA (FortiCloud – Fortinet):** Coordinating project for deployment of FortiCloud Firewall at NADRA – Islamabad Office.

**LuckyOne (Cisco IP Networks & GPoN Solution):** Coordinating project for implementation of Cisco – IP Networks Solution which includes (Firewall, Router, Switches, Wireless LAN Controller , Access switches, wireless access point, voice Server, IP phones, NMS server) along with implementation of GPON network solution & Core Network services at LuckyOne Towers Karachi.

**SAPT (Manage Engine – Service Desk Plus Cloud):** Managing project for deployment of SDP Cloud Instance 3 at SAPT Karachi Office.