

# MUHAMMAD TAIMOOR HASSAN

Islamabad, Pakistan

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## SUMMARY

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Experienced portfolio manager with 2.5+ years' experience in a reputable company. I am ready to take role as a Project Manager in a new organization. I have strong grip in planning, scheduling, design, research analysis, interpretation, and reporting etc. I also have proficient command in programming languages and have strong skills in communication, analytical, decision-making, and comprehension skills.

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## EDUCATION

**Bahria University, Islamabad, Pakistan**

Completed –Jan 2023

Master's in Project Management

- Agile Project Management
- Quality Project Management
- Risk Project Management
- Project planning, scheduling & analysis
- Practical planning for software development projects
- Cost & financial management
- Hands on experience on MS project & primavera

**Bahria University, Islamabad, Pakistan**

Jan 2013- Jan 2017

BS Geophysics

## EXPERIENCE

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**Portfolio Manager at Proglobal Technologies, Islamabad**

June 2021 – Present

- Making payments to clients
- Negotiating outstanding balances with insurance companies of clients
- Building relations with insurance companies and ensuring monthly, weekly and daily targets are completed

**Geophysics Editor at Society of Exploration Geophysicists (SEG Wiki)**

June 2019- Dec 2020

- Building off the outline on the geophysics knowledge tree, I help the public gain awareness and understanding of the science and industry of geophysics
- Ensure the content is concise, clear, accurate and provide basic understanding of the science
- Places emphasis on establishing bi-directional linking between the SEG Wiki and other SEG products and services

**Geophysical Intern, OGDCL (Oil and Gas Development Company Limited), Pakistan**

Exploration department

Oct 2017- Oct 2018

- Worked in Geophysical Services, Prospect Generation, Seismic Data Processing, Reservoir Department and Survey Department
- Interpreted 2D Pezu-Kulachi Block, KPK, Pakistan on Petrel
- Achieved working knowledge of Seismic processing
- Learned Sequence stratigraphy at Basin studies
- Gained experience in geo-referencing and digitization of topo sheets using ArcGIS
- Assisted in making reports of Seismic parties

## COURSES

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- Stanford University **Reservoir Geomechanics** MOOC Mar - June, 2018
- **2D Structural Interpretation and Petrophysical Analysis** (Ratana well 03) of Ratana structure, Upper Indus Basin, Pakistan. (Thesis)
- **Introduction to Programming with MATLAB**, by Vanderbilt University (9 weeks)
- **Python basics for data science** by Edx (April-2021- May-2021)

## SKILLS

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|------------------------------|------------------------------|
| • <b>MATLAB</b> Beginner     | • <b>Scrum Master</b> Expert |
| • <b>Python 3.8</b> Beginner | • <b>MS Project</b> Expert   |
| • <b>MS-Office</b> Advanced  |                              |

## LANGUAGES

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- **English** Full professional proficiency
- **Urdu** Native and full professional proficiency