**NAJEEB**

**NAJEEB.10714@2freemail.com**

**PERSONAL SUMMARY**

**Certified PMP, Project Lead**role with 7 years of project management experience in implementing industrial projects:ERP, HRIS, e-Commerce sites and IT best practices and Frameworkswith the ability tobuild an effective cross-functional team and steering the team.

**PROFESSIONAL EXPERIENCE**

**PortfolioAnalyst, IT Portfolio Office**

***Dubai Customs, Government of Dubai* (July 2015- December 2016)**

* Direct project team to ensure project progresses according to project baselines
* Prepare Dashboards and reports for projects’ health and update the Department Director on a regular basis
* Directly work with consultants to implement industry IT best practices, frameworks and standards like ISO 21500 and CMMI
* Developing/ Monitoring the process and project related Key Performance Indicators (KPIs) and updating management
* Prepare/ update project and program related templates and processes, if any changes happen in the methodology
* Audit projects’ deliverables, to enforce quality and compliance to industry standards and best practices
* Prepare project status reports and keep Program Manager informed of project status and resolve issues in a timely manner
* Create/ update IT process like: ISO 21500 and CMMI in **IBM** Rational Method Composer (RMC) tool and publish the processes in the Webserver for distributed usage
* Manage the Program/Domain level risks and issues to provide clear insight to Management

**Project Leader**

***iSolutions (Pvt) Ltd* (July 2011–April 2015)**

***iSolutions*** is one of the largest IT company operating from Australia, Singapore, Africa, and South Asia. Itis an application and service provider for mainly telecom, banks and FMCG. Currently it is serving over 400,000 users globally across 18 industries.

* Develop detailed project plans specifying goals, define technical scope, budgeting, staffing, scheduling and allocation of available resources
* Provide user/application training
* Prepare project status reports for steering committee and keep PMO informed of project status and resolve issues in a timely manner
* Work with development resources, configures system to interface with companies existing environments
* Direct and coordinate activities of project personnel to ensure project progresses according to project baselines
* Identify and resolve technical issues impacting projects
* Coordinating kick-off, design, status and other project.
* Coordinate and respond to requests for changes from original specifications
* Collect and archive the project data and transform those in to project documents

**Business Analyst**

***iSolutions (Pvt) Ltd*  (May 2009–June 2011)**

* Interview end user(s) in a discovery process to gather a list of functional and non-functional requirements for the software and build the comprehensive business model
* Manage business requirements within agreed scope, advise stakeholders of scope creep
* Identify and validate requirement gaps, resolve conflicts or propose viable alternatives
* Prepare business requirement documents, use cases, user manuals, FAQs and process models with industry standards.
* Communicate and work closely with the Software Product Team on reported problems or enhancements needed for the software
* Prepare test plans, test cases and test data for system integration testing (SIT) and supporting User Acceptance Testing (UAT)
* On site customer assistance and bug fixing for existing clients
* Take ownership of test, integrate and deploy software modules

**IT PROFICIENCY**

* Project Management Tools: HP Project and Portfolio Management (**PPM**), MS Project, MS Project Server, MS Visio
* Process Publishing and Authoring Tool: IBM Rational Method Composer (**RMC**)
* Microsoft Office Suites 2007,2010, 2013 and 2016
* Reporting Services: MS SQL Server & SAP Business Objects

**ACHIEVEMENTS**

* Direct contribution to implement IT best practices like CMMI, ISO 21500 and COBIT5 at Dubai Customs
* Promotedto Project Leader at iSolutions
* Successfully migrated the SAP HR to iSolutions**HRIS**at Nestle

**ACADEMIC AND PROFESSIONAL QUALIFICATIONS**

* PMP Certified: Project Management Professional
* B.Sc. Special Honours Degree in Information Technology (Specialization: Information Systems): SLIIT
* Diploma in Islamic Banking and Finance
* Certificate in Oracle Database 11g: SQL Fundamentals (1Z0-051)

**Non Related references will be available upon request.**