 ZAINAB

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**OBJECTIVE**

To achieve a challenging career in an organization utilizing my strong technical, project management and interpersonal skills, taking career to the whole next level under the guidance and supervision of the most knowledgeable and experienced team of professionals in telecommunication field.

 **QUALIFICATION DETAIL**

* B.E (Electrical Engineering)

 NED University of Engineering & Technology.

**KEY SKILLS:**

* Contract management
* Effective Communication
* Change Management
* Internal control Planning and organization and coordination
* Reporting and documentation
* subcon management
* Resource Allocation and monitoring
* Project planning and WBS flow makeup
* Team management
* Budgeting and cost management
* Project scheduling
* Strong negotiation
* Stress management

**CAREER SUMMARY**

**Huawei Technologies Pakistan Dec 2011- Feb 2018**

***Project Controller (PMO – Mobilink Merger Project)***

* Daily SWAP and different daily tracker sharing with the Customer and internal managements contains material, access, RF and installation Updates.
* Responsible for PRs/POs using Huawei soft wares ERPPM, IBUY, ISDP, WBS.
* Prepare and share complete analysis of PO Internal control report
* Understanding of PMO process.
* Apply pool change in case of any line QTY change required.
* Trigger Revenue using ERP-PC /ERP PM.

***Project Controller (PMO – Mobilink 2G+3G Swap Project 2015)***

* To check the PIP for SWAP activity & apply ECRF accordingly.
* Daily SWAP tracker sharing with the Customer and internal managements contains material, access, RF and installation Updates.
* Daily 3G Rollout Tracker sharing with the Customer having complete detail, from Equipment arrangement till on air.
* Responsible for PRs/SPRs using Huawei W3 Ego system.
* Prepare and share complete analysis of PO Internal control report.
* Responsible for Subcon PO issuance and acceptance against assigned activity to Subcon.
* Responsible for PO cancellation by preparing VRs in case of wrong PO and wrong lines assigned as per frame of contract.
* Working as Documentation manager to manage and upload all relevant customer signed Docs (ATPs, Equipment PAC, services PAC and FAC) by using team space and SSDM software.
* Make sure the i-resource ticket for team using I resource system
* Worked on Huawei System tools SIMS, ERP-PM, WBS, i-site and I-buy.
* Maintain RT tracker for inbounded Equipment in PMCL ware house.

***Team Leader-(South-1) Managed Services U-fone Project***

* Responsible for rectification of T-Prime issues /Commercial Power Issues with Sub-con and
* Follow-up of Zone-1 Outages and non-telco issues
* Leading the Air-Conditioner Issues to avoid over-temperature issue on sites and take up issues with sub-con team and share activity report with Customer.
* Responsible and follow for the timely submission FSRs for Air conditioner /Commercial Power
* Responsible for taking accurate reason for outages and reconciled with PTML and after acknowledgement with reconciled data prepare and shared daily Outage reports with all concerns (PTML/Huawei and sub-con).
* Responsible for CM /UMS-TTs closure and after acknowledgement from PTML/vetted FSRs closure share with concern
* Responsible to share AC PM Reports and monitor PM quality.
* Follow up for closure and rectification of RFO issues
* Excel at communicating with stakeholders to provide accurate reporting and information regarding the ongoing projects and initiatives.
* Share Daily /Weekly /Monthly Outage Analysis report with Outage trend.

***Regional Co-ordinator South Managed services (Telenor Project)***

* Simultaneous projects in an organizational structure.
* Excel at communicating with stakeholders to provide accurate reporting and information regarding the ongoing projects and initiatives.
* Experienced in coordinating, negotiating and motivating outside ASPs and off-shore resources in support of timeline.
* Ability to lead project teams to set targets within schedule and budget.
* Ability for streamlining operational processes, increasing efficiency and productivity.
* Keep track of material against SMRs.
* Capacity to organize and delegate tasks proactively
* Keep track and co-ordination with site engineers for outages.
* Keep track and co-ordination on U-fone outages details.
* Maintain the record of Site alarm rectification Projects.
* Arrange meetings with Sub- cons and customer.
* Analysis of TCH availability and keep record it with as a Tracker.
* On the basis of Low TCH co-ordinate with south regional Team for rectification of sites
* Keep track the critical spares and strong follow ups for the spares.
* Keep Co-ordination with other project Team lead for sites rectification
* Keep track the Faulty spares and its registration on time.
* Engaged and lead short on-going projects.

**Climax Engineering Company (Pvt) Ltd. Apr 2009- Nov 2011**

 ***Engineering Coordinator***

* Developing detailed project schedules with cost loading and ensure consistency with contract documents (Conditions of Contract, Specifications, Bill of Quantities, Drawings)
* Coordinating with the concerned departments to meet deadlines
* Assisting the management during the contract changes by providing the impact evaluation on Schedule Extension of Time (EOT) and cost implications
* Preparing Tenders and negotiating with clients
* Consolidating all project reports and preparing executive progress reports

***Modular (pre-fab) experience & knowledge***

* Consulting with site coordinator for technical specs and drawing issues.
* Review coordination drawings and approving for module work.
* Review modules drawings from site.
* Fabrication of electrical Containments
* Assembling procedure of modules
* Coordinating with fabrication supervisors regarding clashes and technical issues
* Attending weekly meeting with site team and daily meeting with prefab team.
* Reporting to division manger

**Ericsson Pakistan (Pvt) Ltd. Mar 2008- Mar 2009**

 ***Project coordinator RAN Central implementation (Warid Roll out Project Ph 6.1&6.2)***

* Simultaneous projects in an organizational structure.
* Excel at communicating with stakeholders to provide accurate reporting and information regarding the ongoing projects and initiatives.
* Experienced in coordinating, negotiating and motivating outside ASPs and off-shore resources in support of timeline.
* Effectively training, motivating and mentoring onsite and offshore junior supervisors, engineers, developers and technicians.
* Ability to lead project teams to set targets within schedule and budget.
* Capacity to organize and delegate tasks proactively.
* Financial and budgetary experience.
* Capacity for introducing / developing new operational procedures and processes.
* Ability for streamlining operational processes, increasing efficiency and productivity.
* Achievements in increasing turnover and profitability.
* Handling teams of BTS Cell Sites Installation with the help of Project coordinators and Team Issue and follow SMR’s.
* Take Daily Progress of site from Engineers and Supervisors.
* Ensure Quality on the Site, and Follow ASP’s against their progress.
* Keep track and Record of Purchase Orders issued to ASP’s.
* Follow and Keep Records of SID’s of the site.
* Keep track of SDD (Services Delivery Declaration) Form against the services of ASP’s on the site.
* Follow up the material of site issued against SMR’s.
* Keep proper data for all sites by maintain trackers.

**Consistel Pak (Pvt) Ltd. Sep 2006 – Sep 2007**

***IBS Engineer Indoor Ericsson RBS 2308 Solution (Warid Telecom Pakistan Project)***

* Suggest and implement Network Parameters changes for reducing call drops and better coverage and analysis of impact after changing of parameter.
* New Site verification & Optimization of the network, Coverage for the integrated indoor sites with the help of TEMS Investigation 5.1.1 (Walk Test)
* Perform the In-Building design
* Conduct RF Technical Site Surveys(TSS)
Prepare technical proposal (TP) to meet customer KPI’s
Coverage Design plan
* Preparing RF Technical Design Proposal for in building Solutions using iBwave software
* Performing RF surveys and then preparing appropriate design and proposal products such as BOQ, SSO.SSR antenna location and schematic drawings.
* Carrying out Transmission Test according to the design using Nokia Nemo Test Transmitter Manager.
* Once RF equipment is installed, perform RF data collection to ensure that the quality of service meets RF design specifications such as RxLev, RxQal, Handover, parameter verification.
* Based on data collection activities, adjust any design and proposal products that do not meet specifications and/or recommend equipment or parameter adjustments.
* Verify macro, micro and In-building coverage plans to meet quality specifications.
* Checking the post installation coverage, spillage, and Handover tests using TEMS Investigation Light
* Site Auditing for the indoor sites to verify site database and cell design criteria’s.
* Checking coverage for Indoor solution to check the sufficient Rx strength & Rx quality.
* Checking all values, handovers relating with neighbouring cells,
* Defines missing neighbour’s relation. Checking all TRX.
* Hands on experience of MapInfo Professional.

**Multinet Pakistan (Telkom Malaysia) Mar 2005 - Aug 2006**

***Wireless Engineer***

* Configuration of D-link, Linksys, Redline Indoor/outdoor wireless equipments.
* Site surveys of wireless link with the help of Magellan GPS, Testing with different software.
* Mapped survey’s location with the different software.
* Progress Reports compilation

 ***Trainee engineer***

* Configuration of WiFi Hotspot
* Configuration of LAN (including VLAN and Routing)
* Configuration of Windows and Linux
* Conducting R&D for IPv6 and its implementation in LAN environment.
* Installation and configuration of RADIUS for WiFi Clients

***Tool used***

* TEMS Drive Test Kit
* TEMS Investigation 5.1.1 Version
* TEMS drive Tester version 1.1.1
* TEMS Investigation Light
* Garmin GPS 12 XL
* Nokia Nemo Transmitter Manager
* In building Solution Software (iBwave)
* MapInfo 7.5

***Personal Details***

* D.O.B. 22.08.1981
* Nationality Pakistani
* Marital Status Married
* Visa Status Visit