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| **Rehan Abbasi**  **Project Manager**  **SUMMARY** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I have more than 8 years of experience as IT project manager.  I am experienced with coordinating teams, assigning budgets to various  projects and creating project plans, risk mitigation and promotional plans. I  have excellent communication skills and analytical abilities. I also have the  ability to conduct presentations and handle several projects at once. I am proficient with project management tools such as Jira, Atlassian, Monday, Trello, Asana etc.  **RELEVANT WORK EXPERIENCE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Aspire Logics,** Islamabad, Pakistan  *Web Development Studio with 50+ employees and Clients all over the world*  Project Manager11/2015 – Present   * Introduced and upgraded the project management methodology and tools including Jira, Asana, Trello and Monday * Successfully achieved and managed large-scale projects * Lead on-time, on-budget delivery of digital projects * Expanded the tech stack of the teams and helped them upgrade their skills and expertise by working on new technologies and challenging tasks * Managed 50+ projects and ensured the team adhered to Agile methodologies * Measured project performances to identify areas for improvement. * Successfully demonstrated my leadership, coordination and client communication skills   **Web Tech Maestro,** Islamabad, Pakistan  *A startup web design and development company*  Project Manager 11/2013 – 010/2015   * Successfully implemented new policies for Project Management * Introduced Basecamp as the project management tool * Maintained the network and databases as IT Manager * Worked with remote clients all over the world * Planned, organized and monitored and executed tasks of various projects * Upgraded the project development environments and methodologies   **Aspire Solutions,** Islamabad, Pakistan  *Web and Application Development Company*  Senior Web Designer 03/2010 – 11/2013   * Successfully completed numerous projects as a senior web designer * Worked on multiple frameworks including Wordpress, Joomla, Magento, Drupal and custom PHP frameworks * As a front end designer worked on Graphic and Web design tools including Adobe Photoshop/Illustrator and HTML/CSS with Bootstrap * Learned and implemented API based solutions   **Aspire Solutions,** Islamabad, Pakistan  *Web and Application Development Company*  Web & Graphic Designer 08/2006 – 03/2010   * I designed web templates in Adobe Photoshop and HTML/CSS * Created themes for open source CMS platforms including Wordpress, Drupal and Joomla * Worked on Onsite and Off site SEO * Designed ecommerce websites templates. | **CONTACT**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  • Islamabad, Pakistan  • +92 333 5682775  • abbasi.rehan@gmail.com  • [Linkedin](https://www.linkedin.com/in/rehan-abbasi-00b33913/)  **CERTIFICATES**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Foundation of Project Management by Google * Project Planning by Google * Project Initiation by Google * Project Execution by Google * Agile Project Management by Google * Data Analytics And Business Intelligence   **EDUCATION**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Preston University  MS  Computer Sciences  Islamabad, Pakistan  Preston University  BS  Computer Sciences  Islamabad, Pakistan  **SKILLS**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Management Skills:***  • Project Coordination  • Administration  • Communication  • Leadership  • Organization  • Monitoring  • Time Management  • Budget and Scheduling  ***Tools and Software:***  • Atlassian JIRA  • Monday, Trello  • MS Office / Google Docs  ***Web Development***  • Wordpress  • PHP / MySQL  • Drupal  • BigCommerce  • Shopify Plus  • APIs and Automation  • UI/UX Web Design  • CRMs  • PHP Custom and  Frameworks  **Languages**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  • English (Proficient)  • Urdu (Native)  • German (A1) |
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