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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 variousprojects and creating project plans, risk mitigation and promotional plans. Ihave excellent communication skills and analytical abilities. I also have theability 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 UniversityMSComputer SciencesIslamabad, PakistanPreston UniversityBSComputer SciencesIslamabad, 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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