

# TASLEEM RAZZAQ

## PROJECT MANAGER

A keen observer with never ending thirst to learn and implement new ideas

0537298078

mughaltasleem@gmail.com

Al Fayha'a, Jeddah

## SUMMARY

As a project manager I plans, organizes and oversees a project from start to finish. I guarantee that the project is finalized to the contentment of all stakeholders, within the designated budget and timeline. I identifies the project's goals, objectives, scope and creates a project plan that outlines the tasks, timelines, and resources required. I communicate with the project team and stakeholders, manage risks and issues, defect tracking and test reporting, ensuring reliability and performance and monitor progress to ensure that the project stays on track. I also evaluates the project's success, quality assurance and identifies areas for improvement in future projects.

## WORK EXPERIENCE

Sept 2023 - Present

### Project Coordinator

SGE - House Software Services

Aladdin CMMS Software, Asset Management, RERA licensed property inspection company & Regulatory Supervisory Bureau - Dubai approved Energy Auditors.

- Align project objectives with the overall strategic goals of the Ministry of Health
- Identify key stakeholders involved in the project, both within the Ministry and external partners
- Implement technology solutions, such as barcoding or RFID systems, to enhance the accuracy and efficiency of inventory tracking
- Identify potential risks associated with the project and develop mitigation strategies
- Generate regular reports for management, summarizing key performance indicators, budget variances, and inventory status
- Asset management consultancy and Asset tagging
- Project manage implementation tasks such as data migration, product training, and organizational roll-out strategies, coordinating internal resources as necessary
- Partner with internal teams to ensure a smooth transition for customers post-implementation
- Clearly define the scope of the inventory and cost estimation project, outlining the specific goals and objectives
- Ensure that all team members have the required information and resources to carry out their tasks effectively

Oct 2022 - Apr 2023

### Project Manager

PATRONECS - Information Technology & Services

- Develop a comprehensive project plan outlining tasks, timelines, milestones, and resource requirements
- Define project scope, objectives, and deliverables in collaboration with stakeholders
- Allocate and manage resources, including the project team members, equipment, and software tools
- Ensure that the team has the necessary skills and capacity to meet project requirements
- Provide leadership and direction to the project team
- Foster a positive and collaborative team culture, promoting effective communication and teamwork
- Identify and engage with stakeholders, including clients, end-users, and project sponsors
- Manage stakeholder expectations and ensure their requirements are understood and addressed
- Identify potential risks to the project and develop risk mitigation strategies.
- Monitor and assess risks throughout the project life cycle, implementing necessary adjustments
- Establish and maintain effective communication channels within the team and with external stakeholders
- Provide regular updates on project progress, milestones, and any issues to stakeholders

Dec 2021 - Aug 2022

### Project Manager

BUZZ US - IT & Services

Tasks

My responsibilities are mentioned below those are collectively contribute to the successful delivery of software projects, meeting client expectations, and achieving project goals while adhering to time and budget constraints.

- Project Planning
- Resource Management
- Team Leadership
- Stakeholder Management
- Risk Management
- Communication
- Budget Management
- Quality Assurance
- Change Management
- Documentation
- Client Interaction
- Procurement Management
- Closure and Evaluation
- Adherence to Methodologies

Aug 2019 - Oct 2021

### Marketing Project Manager

PASSIATECH - IT & Services

- Develop and execute a comprehensive digital marketing strategy aligned with overall business goals
- Identify key performance indicators (KPIs) and objectives for digital marketing campaigns
- Develop and oversee the implementation of content marketing strategies, including the creation of relevant and engaging content across various digital platforms
- Manage and optimize social media accounts to enhance brand presence and engage with the target audience
- Develop social media campaigns and strategies to increase followership and brand awareness
- Develop and implement SEO strategies to improve the organization's online visibility and search engine rankings
- Monitor and analyze website performance and make recommendations for improvement
- Plan and execute paid advertising campaigns (Google Ads, social media ads) to drive traffic, conversions, and ROI
- Manage advertising budgets effectively and optimize campaigns for maximum results
- Develop and execute email marketing campaigns, including designing and optimizing email templates
- Utilize analytics tools to track and analyze digital marketing campaign performance
- Implement strategies to improve website and landing page conversion rates
- Conduct A/B testing and optimize user experience to maximize conversion opportunities.
- Conduct regular analysis of competitor digital marketing strategies and adjust own strategies accordingly

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## EDUCATION

### Bachelor of Computer Science

2014 - 2018

#### University of Gujrat

Punjab - Pakistan

### Project Management Professional (PMP)

May 2023 - Sept 2023

#### Udemy Course

Project Management Professional (PMP) exam training

### Project Management Essentials Certificate

May 2023 - June 2023

#### Ready.CSOD

Core Essentials of Project Management Training Courses

### Google Ads Specialist (PPC)

Jan 2023 - April 2023

#### Google

Google Skill Shop

### Intermediate (FSc Pre-Engineering)

2012 - 2014

#### Govt. Jinnah Islamia College Sialkot

Punjab - Pakistan

### Matriculation (Science)

2009 - 2011

#### National Secondary High School

Punjab - Pakistan

## PERSONAL

Pakistani | Passport No: DP9866631

Iqama | Transferable

Driving License | Saudi Arabia

## LANGUAGES

عربی 70%

English 90%

اردو 100%

हिंदी 80%

## INTERESTS

Sustainability | Automotive electronics

Business startups | Leadership and Team

Building | Professional Development

Continuous Learning | Client Relationship

Management

## MAJOR PROJECTS

### PIF-Public Investment Fund - Saudi Arabia

- Asset Condition Audit
- Asset Tagging and Asset Valuation

### King Fahad Hospital Madina - Saudi Arabia

- Establish a unique identification system for each asset, such as barcodes or RFID tags
- Clearly label assets with identification numbers for easy tracking
- Asset Tagging and Asset Valuation

### King Abdullah Medical Complex Jeddah - Saudi Arabia

- Clearly label assets with identification numbers for easy tracking
- Asset Tagging and Asset Valuation

### Matarat - International & Domestic Airport - Saudi Arabia

- Asset Condition Audit
- Asset Tagging and Asset Valuation

### Maternity & Children Hospital Jeddah Saudi Arabia

- Asset Condition Audit
- Asset Tagging and Asset Valuation

### Al Rabigh General Hospital - Saudi Arabia

- Asset Identification
- Asset Classification
- Documentation
- Asset Tagging and Asset Valuation

### Real Estate Marketing California- USA

- Identify and segment the target audience based on demographics, behaviors, and preferences
- Used Launch Control as a powerful tool for sending targeted blasts
- Analyze results and continually optimize blasts for better performance
- Set up triggered campaigns based on user behavior or specific events
- Used insights to refine future marketing blasts
- Generate potential leads for client

### LotGuruz Application - USA

- <https://lotgurus.app/>
- Customer could browse and select daily essentials through an intuitive interface
- The stripe integration facilitated the secure payments, ensuring hassle free transactions
- Google map integration enabled customers to track their deliveries in real time

### Just Retain Web Application - USA

- <https://www.justretain.com/>
- Easily track your employee's satisfaction rates and react before it's too late
- Track your employee's performance throughout the years and how well they have evolved
- Provide a coaching and guiding track that facilitates internal guidance through mentorships or externally through licensed professionals

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## SKILLS & COMPETENCES

- Leadership
- Communication
- Organization
- Time Management
- Negotiation
- Adaptability
- Motivation
- Risk Management
- Influence
- Budget Management
- Integrity
- Quality Management
- Reporting
- Resource management
- Marketing
- Agile Methodology
- Marketing
- Cross-Functional Collaboration
- Presentation
- Strategic Thinking

## REFERENCES



PATRONECS



<https://www.patronecs.com/>



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INCEPT MVP



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