

CURRICULUM VITAE

MOHAMMAD. SALEEM
Mobile No: 0509831723
Email: atlobb@gmail.com

Objective Seek the Position of "Project Manager" in the reputed organizations

SUMMARY A charismatic and energetic having 12 years' experience as Project Manager with a proven record of accomplishment of consistently winning high levels of business within a competitive market place. Able to quickly establish credibility with senior decision makers in a wide range of business contexts, all with the aim of helping to grown the company brand and market share. Having a first rate track record of performance and commitment as well as being able to deliver business value to the Project operation and customer. As a Project Director role I can provide direction for the business and achieve the goals with full potential.

Management Skills

Proven ability to manage with consistent results. Dedicated and committed willing to take on challenging role, tough assignment and work to meet deadlines. Excellent communication skills teamed with the ability to develop rapport with employees and peers, poised and confident in dealing with individuals of all levels.

Duties and Responsibilities Project Manager at NCW Riyadh since 2011

- Devising and deploying all Project objectives and goals across the company, including Project targets and budgets preparation.
- Developing and implementing quarterly and annual Project programs, plans, and policies for every Project managers.
- Integration and aligning Project plans with available processes, IT systems, talent and other areas in order to increase the capability and success of Project force.
- Managing the performance and activities of the entire Project units, including account managers, regional managers, and staff.
- Creating training and development programs for Project managers.
- Giving final authorization on all Project appoint decisions.
- Conducting analysis in order to manage performance levels of Project against market developments and corporate objectives.
- Developing and implementing reseller agreements, distribution strategies, and other Project opportunities.

- Planning and executing business show appearances.
- Creating product segmentation strategies wherever needed to maximize trade opportunities across different Project channels.
- Maximizing work relationships with key wholesale and retail partners.
- Developing, managing and nurturing new business partnerships and accounts to accomplish volume and profit goals.
- Communicating brand identity internally to pertinent key business collaborates, business units, and the customer support.
- Exploring and growing the client account list, dealing incoming leads and ending Project.
- Seeking out and directing new customers and Project opportunities, initiating action plan to advance and procure new business for the company.
- Updating the organization on changing online marketing trends so that the organization can prepare and regulate plans accordingly.

Achievements

- Proven ability to interact effectively with Senior Executives.
- Develop Project strategies, tactics and techniques based on the feedback of the customer and market environment.
- Focus selling message on needs of customer.
- Able to manage effectively a cross-functional team.
- Experience in developing Project strategies and performance metrics.
- Exceptional verbal and written communication skills.
- Leadership ability, entrepreneurial attitude and a good team player.
- Advanced computer program skills like Microsoft Word, Excel, Powerpoint, Networking, Database and so on.
- Strong training and presentation skills.
- Excellent negotiation and Project skills.
- Able to work under pressure and close deadline.
- Strong knowledge of subject areas in Computer Science combined with a broad subject background.
- Experience of launching a product from start to finish.
- Comprehensive negotiating skills.
- Having a commercial flair and entrepreneurial talent.
- Ability to communicate complex ideas concisely.
- IT literate and comprehensive understanding of the latest Project technologies.
- Project experience within the private sector, public sector and government markets.
- Ability to analyses and evaluate commercial opportunities.

Educational Qualification

M.S(Computers)	1997-2000	75%	Osmania University
B.S (Computers)	1993-1996	75%	Osmania University

ABDUL AZIZ AL-SAEED TRADING & ESTABLISHMENTS, RIYADH
Aug 2003 –Sep 2011.

- Looking for ways to create new revenue streams at every possible opportunity.
- In charge of developing strategy, direction and tactics at national level.
- Setting Project objectives and targets across the company.
- Identifying the customers needs.
- Developing commercial relationships with key customers and partners.
- Acting as a ambassador for the business.
- Supporting all Project activities within the company.
- Monitoring and managing the performance of the Project departments and it's area Project managers.
- Negotiating reseller agreements.
- Devising distribution strategies.
- Constantly looking out for new Project and business opportunities in targeted markets.
- Providing regular and structured reports on performance to the board of directors.
- Analyzing market trends.
- Giving direction to the whole departments.
- Attending relevant Project exhibitions and conferences.
- Evaluating competitor activities, especially new products and services that they launch.
- Ensuring that all costs are within budget.
- Keeping all senior managers and relevant parties appraised of performance.
- Involved in the recruitment and training of Project staff.
- Conducting presentations at senior level and in front of live audiences.
- Applying for tenders.
- Developing feedback mechanisms.

- Implementing Project plans to meet agreed targets.
- Establishing key performance indicators.
- Evaluating available resources.

PERSONAL PROFILE

Name: Mohammad Saleem
DOB: 16-06-1975
Sex: Male
Marital Status: Married with 2 childrens
Nationality : Indian
Religion : Islam
Iquama: Transferable
Languages know: English, Hindi and Urdu

(MOHAMMAD SALEEM)