

# MALIK SHAHAN AHMAD

*Project Development & Manager | Dynamic Project Coordinator: Turning Vision into Reality | Proactive Project Management Coordinator | Guiding Projects to Success | Content Creator | Dreamer | Bootstrapper*

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## WHO AM I?

I don't dwell on ideas for long and suffer from analysis paralysis. Once an idea strikes me, I make it a point to ship it!

An individual with an entrepreneurial attitude; I put myself in the category of "expert generalist" whereby my expertise lies in business development, IT functionalities, market planning product development, and organizational development. Over the course of 7 years; I have proven a track record of leading products and teams successfully, implementing organization development plans, enhancing operations, launching new technology products, and strategizing on key business development activities.

An inborn ability to communicate and negotiate effectively with all stakeholders. A steady operator with a passion to deliver excellence even in the most testing circumstances.

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## SKILLS & COMPETENCIES:

- **Communication**
  - **Business Development**
  - **Business Planning**
  - **Critical Thinking**
  - **Business Leadership**
  - **Public Relations**
  - **Customer Relationship**
  - **Time Management**
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## PROFESSIONAL WORK EXPERIENCE:

### Project Manager (December 2021 to August 2023):

Worked as a project manager at JB Technologies.

#### Major Responsibilities:

- Led and oversaw project planning, execution, and closure.
- Planned project scopes, objectives, and deliverables.
- Assigned tasks to team members.
- Successfully evaluated and managed project risks, issues, and changes.
- Stayed updated with the industry's top practices and management tools.
- Scanned out opportunities for process improvements and executed them.

#### Achievements:

- Successfully managed multiple teams to ensure the launch of 03 games simultaneously.
- Completed the target to launch one AAA Title game online within 06 months.

### **Project Coordinator (December 2020 to December 2021):**

Worked as a project coordinator at JB Technologies and got promoted to the position of project manager.

#### **Major Responsibilities:**

- Efficiently planned and executed project tasks to ensure their timely completion and within budget.
  - Supported the project manager in assessment, issue tracking, and changing management.
  - Improved project coordination processes and identified chances for efficiency consistently.
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### **Site Manager (November 2018 - August 2020):**

Worked as **Site Manager** at Innovation, Construction and Builders and took care of different projects and operations.

#### **Major Responsibilities:**

- Ensured completion of projects on time.
- Was responsible for the quality of raw materials.
- Built and sustained a team of champions so that the organization might fly with colors.

#### **Achievements:**

- Through effective team optimization, I successfully made the company surpass the 5 million marks within the first six months by crossing the hurdles of the start-up phase.
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### **In-charge of the IT and HR department (1st of April 2016 - 31st of March 2018):**

Worked as **In-charge of the IT and HR** (part-time) department in 5th Avenue Shopping mall.

#### **Major Responsibilities:**

- Dealt with the software of the grocery store (inventory, maintaining stock, sales, and revenue), cafe, and hotel.
- Led HR operations for all three (grocery store, cafe, hotel) by choosing, orienting, training, coaching, and counseling the staff.

#### **Achievements:**

- Successfully led the digital transformation of the entire HR department and transformed it into a completely paperless ecosystem.
  - Optimized HR costs across the organization (80 employees) resulting in significant savings.
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### **Assistant Manager (1st February 2014 - 31st March 2016):**

Worked as an **assistant manager** (part-time) in MILLA TEAM WORK INTL.

#### **Major responsibilities:**

- Managing Bahawalpur office.
- Maintained quality of products and get them delivered to Karachi port

## SKILLS AND INTERESTS

- I indulge in the frozen food industry as a hobby and personal interest.
- I have established and maintained a good relationship in the market.
- I am a part of "**Mission Read Pakistan**" dedicated to making every Pakistani "read and learn". We have a subscriber base of over 50,000 people who follow us on social media.
- I also have successfully completed 2 months of training in the stock market in Multan.
- Not only do I love to travel but also love to learn about different cultures.
- I possess a soothing and calming taste in music.

## QUALIFICATION:

MS-PM (Project Management) 2020-2023  
Comsats University Lahore



MSc IT-2018

University Of Central Punjab (UCP)



ADP IT -2016

University Of Central Punjab (UCP)



FSc Pre-Engr -2014

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