

Abdul Samad

Business Analyst

An experienced, disciplined, and highly-motivated Business Analyst who has worked on a wide range of projects within both the Public and Private Sectors. A accomplished and fluent communicator with strong investigation, problem-solving and decision-making skills, combined with a pragmatic approach and sound business acumen. Highly accomplished with a verifiable track record in fields such as analysis and gathering, business process mapping and the development of interactive prototypes.

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R-90, Block-D, Gulshan-e-Jamal, Karachi, Pakistan, 📍
Pakistan

WORK EXPERIENCE

Associate Project Manager Salsoft Technologies

04/2021 - Present

Karachi, Pakistan

Achievements/Tasks

- Assisting and supporting the project manager.
- Designing and controlling the project schedule.
- Preparing presentations to update senior management on the project's progress and showcase the project's value.
- Delegating tasks to team members.
- Tracking and communicating project risks and opportunities.
- Looking for ways to increase the project's profitability and reduce expenses where possible.
- Ensuring deadlines are met.
- Organizing and attending stakeholder meetings.
- Providing administrative support.
- Organizing project team meetings and recording minutes.

Business Analyst Salsoft Technologies

03/2020 - 04/2021

Karachi, Pakistan

Business Analyst Viftech Solutions

09/2019 - 03/2020

Karachi, Pakistan

Internee NerdWare TECH Pvt LTD

06/2018 - 08/2018

Islamabad, Pakistan

EDUCATION

Bachelor of Software Engineering Bahria University

08/2015 - 01/2020

Karachi

Courses

- Principles of Management.
- Entrepreneur and Leadership.
- Software Design Architecture.
- Communication Skills.
- Introduction to Software Engineering.
- Object Oriented Programming.

SKILLS

Microsoft Office

Microsoft Powerpoint

Microsoft Excel

Microsoft Access

Microsoft Visio

Business Process Improvement

Logic Modeling

Agile Development

Manual Testing

Functional Testing

Market Research

Risk Analysis

Predictive Analysis

UML

Wireframing

PERSONAL PROJECTS

Online Auctions System-ASWAQ

Attendance and Live Tracking System-EBM.

Card Issuance System-SBL.

Mobile And Web Application-SSGC.

LANGUAGES

English

Full Professional Proficiency

Udru

Native or Bilingual Proficiency