

HANAN RAFIQUE

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PROFESSIONAL SUMMARY

Project management professional with task oriented, solution driven & customer centric approach; having 12+ years of experience at managing various projects across diverse domains and cultures. Demonstrated success at leading ambitious technology and business domains in both structured and unstructured settings - ensures consistent attainment of deadlines, budget goals, and quality expectations. Builds productive relations with all departments and corporate levels.

EDUCATION

- **Master's in Business Administration** Bahria University, Islamabad 2010 - 2012

AREAS OF EXPERTISE

- Project/Program Management
- People Management
- Communications
- Team Management
- Negotiation
- Planning & Budgeting
- Stakeholder Management
- Change Management

PROFESSIONAL EXPERIENCE

1. **IBM-Kyndryl, Islamabad, Pakistan** September 2022 – March 2024
Project Manager

Managed team activities towards desired outcomes. Drove consensus & all aspects related to facilitation of technology projects involving:

- Business performance visibility for Management's decision making
- Roadmap planning for Storage & Network module
- Virtual team and stakeholder management across multiple time zones and diverse cultures
- Change management through AzureDevOps
- Projects financial planning
- Maintaining project audit control book

Major Projects:

- Infrastructure Migration to Kyndryl
- Consolidation of data lakes under single digital platform
- Core application revamp
- Upgrading environment for migrated platforms

2. **IBM, Islamabad, Pakistan** November 2020 – August 2022
Project Administrator

- Provided project support through ownership and management of project documentation and facilitated project team communications.
- Managed team by developing roadmap, arranged sprints and managed workload of different work streams.
- Participated in budget administration, provided analysis and forecasted financial performance.
- Supported in general contract management through asset management.

3. **Zong (CMPak), Islamabad, Pakistan**
Executive – PMO

March 2017 – November 2020

- Responsible to ensure timely deliverance of all in-process/new projects.
- Meeting with stakeholders for the improvement of internal communication and alignment of project plan with project calendar.
- Monthly presentation/Project Update for Management Review.
- Responsible for all type of procurement activities
- Responsible to forecast and analyze the financial requirements

4. **Express Movers, Islamabad, Pakistan**
Senior Project Officer

January 2016 – February 2017

- Developed strategies/methods and implemented the activities related to the project by specifications, timeframe and budget allocated.
- Established and maintained stakeholder relationships through effective communication, negotiation and ensured project deliverables are met.
- Monitor and evaluate all aspects of project implementation

5. **Al Rostamani Group, Dubai, UAE**
Officer – Corporate Sales

April 2014 – November 2015

6. **Express Movers, Islamabad, Pakistan**
Project Officer

December 2010 – December 2013

- Reported on the project's progress, budget and resources.
- Scheduled tasks and managing resources.
- Organized meetings and set agendas.
- Managed relationships with internal and external stakeholders.

SPECIALIZED SKILLS

- **Management:** Capacity to manage high stress situations | Ability to multi-task | Big-picture thinking and vision | Attention to detail and resolves conflicts
- **Analytical & Problem-Solving Skills:** Able to extract meaningful information from multiple data sources
- **Tools & Platforms:** MS Project | MS Planner | MS Office | Jira | Trello | AzureDevOps
- **Interpersonal Skills:** Strong verbal, written and communication skills
- **Organization Skills:** Able to set priorities. Exceptional attention to detail, thoroughness, and follow-up. Ability of working with large teams

CERTIFICATION

- **Certified Scrum Master (CSM)** 2023

PUBLICATION

My Book entitled "Brandization – Through Brand Extensions" was published by LAP Lambert Academic Publishing) Germany in July 2012.

FOREIGN STAYS/VISITS

- China: 1997 – 2001
- Iran: 2005 - 2010
- UAE: 2014 – 2016
- Qatar: 2016
- Saudi Arabia: 2000,2023

PERSONAL DETAILS

- Age: 36
- Languages: English, Urdu, Arabic (Limited)