

# Saqib Javed John

PMP, PMI-ACP, ITIL, ITIL, SCJP, SCWCD

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## SUMMARY

Author of multiple Books and Articles along with 19+ years of professional experience in Traditional and Agile Project Management, Human Resource Management, Vendor Management, Projects Legal Affairs Management, Contracts / MOUs Management, Business Process Re-engineering. Being self-motivated and self-driven, and able to deliver in demanding and stressful situations.

## SKILLS

- Project Management
- Contracts / MOUs Management
- Projects Operational Performance Audit
- Business Integrations & Process Optimization
- Policies, Guidelines & Regulations Development
- Reputation & Compliance Management
- Agile Methodologies
- Vendors & Stakeholder Management
- Operations Internal / External Integrations
- Product Issues & Conflict Management
- Legal Affairs and Risk Management
- Human Resource Management

## WORK HISTORY

Dec 2018 – Present

OGMC

LAHORE, PAKISTAN

### Co-Founder / Managing Director

- Organizational Governance, Efficiency and Audit
- Corporate Legal Affairs & Intellect Management
- Service Level Architecture & Agreements
- Approach, Methodology and Maturity Assessments
- Design & Implement Policy and Procedures
- Performance and KPIs Management
- Cross Functional Standardization & Centralization
- Institutional Knowledge Management
- Forecasting, Decision & Competitive Intelligence Support

May 2018 – Sep 2018

ZEMYD

DUBAI, UAE

### Head of Organizational Development and PMO

- Business Intelligence and Project Information Management
- Processes, Procedures and Policies Audit
- Portfolio performance and Work Performance Reports
- Enhance Organizational & HR Capabilities
- Project Governance and Standardization
- Resource Skills and Knowledge Development
- Promote Project and Processes Standardization
- Establish and Manage Key Performance Indicators (KPIs)

May 2014 – Apr 2018  
Genesis Integration  
DUBAI, UAE

### Project Manager

- Successful Administration of Project Legal Framework and Audits
- Project Resources and Communication Management
- Support the creation and improvement of processes, procedures, and
- Contractors / Sub-Contractors and Vendors Management through Legal Contracts
- Track and report on project portfolio performance, providing a real-time and prioritized view of all projects

Apr 2005 – Mar 2014  
HBS Technologies  
LAHORE, PAKISTAN

### Project Manager

- Development of the Project Charter, Project Plan, Service Level Agreements for overall planning, executing, controlling and delivery to clients.
- Managing Scope, Time and Cost baselines to ensure the successful completion of the project.
- Project Audits to ensure the work delivered to customers within the quality expected and covering all risks identified.
- Project and team performance evaluation to build organizational process assets.
- Human Resource Development and Coaching
- Work with other managers to ensure consistency.
- High level reporting to Project Board and stakeholders on achievements, improvements, action plans and progress

Apr 2001 – Mar 2005  
ICT  
LAHORE, PAKISTAN

### Senior Executive Project Support

- Monitoring of clients new requirements, feedbacks, configurations and customizations.
- To efficiently prioritize and allocate incoming requests to Support team and PMO.
- **To ensure that SLA's are met and targets are maintained.**
- Follow up with customers to ensure issues are resolved.
- Maintain a mindset of continuous improvement, in terms of efficiency of support processes and customer satisfaction.
- To manage and ensure change control processes.
- To assist the Project Manager in designing and managing the Project Plan and day to day affairs.
- Provide support to HR Department in Identification and Finalizations of potential resources.
- Coordinator for ISO Implementations

## EDUCATION

2004 – 2005

### M.Sc. (Computer Sciences)

University of East, Pakistan

1999 – 2000

### MCS

Michigan International College, Pakistan

## CERTIFICATIONS

Sep 2013	ITIL v3 Foundation (Information Technology Infrastructure Library) ITIL®, UK
Aug 2013	PMI-ACP (Agile Certified Practitioner) Project Management Institute (PMI®), USA
May 2013	PMP (Project Management Professional) Project Management Institute (PMI®), USA
Dec 2002	SCWCD (Sun Certified Web Component Developer, J2EE Platform) Sun Microsystems, USA
Jul 2002	SCJP (Sun Certified Java Programmer, Java2 Platform) Sun Microsystems, USA

## PUBLICATIONS

Apr 2020	Author Project Management Key Notes ISBN: 978-1-71603-770-2
Apr 2020	Author Risk Management Key Notes ISBN: 978-1-71603-771-9
Mar 2020	Author Agile Practitioner Key Notes ISBN: 978-1-67802-743-8
Mar 2020	Author Beyond Agile Boundaries ISBN: 978-1-67818-744-6