



Muhammad Umar Jan

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ABOUT ME

I am a highly motivated and results-driven professional with a diverse skill set that encompasses project management, team management, business development, ecommerce, digital marketing, and IT. I have a proven track record of delivering projects on time and within budget, while consistently exceeding stakeholders expectations. Overall, I am a strategic thinker who brings a unique combination of technical and business expertise to every project. I am confident in my ability to deliver high-quality results, and I am eager to bring my skills and experience to a new challenge.

WORK EXPERIENCE

Operation & Project Manager

K2X Technologies [11/2022 – Current]

City: Peshawar

Country: Pakistan

- Overseeing the day-to-day operations of the organization, ensuring smooth functioning and efficient processes.
- Providing software testing services for multiple projects, ensuring the quality and reliability of deliverables.
- Managing and coordinating projects from planning to execution, using Agile and Scrum methodologies to ensure effective project delivery.
- Leading Scrum teams and facilitating Scrum ceremonies, (Sprint Planning, Daily Stand-ups, Sprint Reviews, and Sprint Retrospectives).
- Creating and maintaining project backlogs, sprint backlogs, and burndown charts to track progress and ensure project goals are met.
- Coordinating, supervising, and leading a team of staff members, identifying and addressing any team-related issues or concerns.
- Implementing processes and procedures to improve efficiency and productivity within the organization and projects.
- Developing and maintaining relationships with partners, suppliers, and other stakeholders to ensure successful collaboration.
- Identifying and implementing new opportunities for growth and expansion of the organization's offerings.

Projects

1. SestraNow:

- Led the initiation, planning, execution, and closure of SestraNow, a global mobile application promoting women's sisterhood.
- Managed the team, product backlog, and ensured quality assurance throughout the project.

2. EASA:

- Spearheaded the development and implementation of the Aviation Emission Data Management System (AeDMS).
- Streamlined CO2 emissions reporting for airlines, aligning with ICAO's CORSIA initiative to reduce carbon emissions in the aviation sector.

3. PMPU:

- Currently overseeing the development of the Programme Management Platform Ukraine (PMPU).
- Contributing to the Ukraine Public Buildings Energy Efficiency (UPBEE) Program, aimed at enhancing energy efficiency in public buildings.

Ecommerce Consultant

Baladi Express [02/2022 – 10/2022]

City: Doha

Country: Qatar

- Provided expert opinion on web and app interfaces for ecommerce application.
- Conducted extensive research on the latest trends and advancements in the ecommerce industry.
- Conducted comparative analysis (A/B Testing) of different web and app interfaces to determine their performance and effectiveness.
- Developed and executed digital marketing strategies and plan to increase visibility and sales and researched the digital market for Qatar.
- Worked on the creation and management of engaging and informative content for webs, app and marketing campaigns.
- Collaborated with developers to ensure successful implementation of the project.
- Manage and assist different technical team members.

Project Manager

K2X Technologies [05/2022 – 08/2022]

City: Peshawar

Country: Pakistan

- Worked on PSEB IT Industry Academia Bridge Program.
- Project administration and management.
- Hiring of Technical staff for Trainings.
- Arrangement of Trainings in Universities, Trainings of Trainers (TOT) and different events.
- Communications and meetings with University HOD, Faculty Staff, Trainers and Project Higher Management to ensure quality assurance.

IT Project Manager

iMedClub [06/2019 – 01/2022]

City: Peshawar

Country: Pakistan

- Manage, monitor and analyze company C2C Ecommerce website.
- Handling company Softwares, Users Data. Worked on server's configuration and networking.
- Provide thorough IT support and problem resolutions for company and users.
- Developed and executed strategic sales and marketing plans, negotiated contracts, and closed deals Adept at collaborating effectively with cross-functional teams.
- Managed social media campaigns that drive engagement and conversions.
- Implemented effective SEO strategies, resulting in improved search engine rankings and increased website traffic.
- Strong interpersonal skills and ability to build lasting relationships with clients and partners.

Ecommerce & IT Executive

AMT Electric [05/2021 – 01/2022]

City: Islamabad

Country: Pakistan

- Develop, Managing, monitoring and analyzing company.
- Ecommerce website and traffic information.
- Handling company ERP Server, Users Data.
- Worked on server's configuration and networking.
- Virtualizing machines and administrating systems.
- Digital Marketing (Facebook, Instagram, LinkedIn, Google Ads).

Data Analytics and Cloud Intern

UET Peshawar [12/2018 – 05/2019]

City: Peshawar

Country: Pakistan

- Research and Development – Data Analytics & Cloud.
- Worked on Big Data Tools (Apache Hadoop, Pig) performed Analysis & Processing on Million Songs Datasets, Hadoop cluster configuration.
- Worked on in house cloud that would provide access to users to utilize the services of Big Data Platform. Software tools like Openstack were used for building and managing cloud computing platform. Openstack Deployment (Single, Multi node) using Packstack, Devstack - Cloud Computing Platform.
- Worked on Virtualization of Server (VMWare Tools).
- Handled multiple systems administration.

EDUCATION AND TRAINING

BS Computer Science

Bacha Khan University Charsadda [09/2015 – 09/2019]

City: Charsadda

Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): **Pashto**

Other language(s): **Urdu** | **English**

DIGITAL SKILLS

Project Management / Digital Marketing / Ecommerce / WordPress / Virtualization / Time Management / Problem Solving / Leadership / Research and Development / Microsoft Office / Communication / Teamwork / Adaptability / Ability to Work Under Pressure / Responsibility

HOBBIES AND INTERESTS

Horse Riding

Adventure

Travel

Photography

Computer Games

Learning

ACHIEVEMENTS

Nano Degree Digital Marketing

Agile Project Management

Agile with Atlassian Jira

Scrum Master Certification Specialization (In Progress)

Big Data 101

Microsoft Office Specialist (Word, PowerPoint, Excel)

Awarded Laptop (PMLS)