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Umair Khalid

Objectives	To broaden my horizons for organizational, professional and personal growth by taking on challenging tasks in a dynamic growing organization.
Education	▪ MBA (Marketing) NUST Institute of Management Sciences (NIMS). 2002-2004 CGPA: 3.42 ▪ BS (Major in Computer Sciences) Muhammad Ali Jinnah University, Islamabad Campus. 1998-2002 CGPA: 2.78 ▪ HSSC (Pre-Engineering) Islamabad Model College for Boys F-7/3, Islamabad. 1995-1997 Division A ▪ SSC (Science) Islamabad Model College for Boys F-7/3, Islamabad. 1995 Division A
Technical Experience	▪ Project Management 1 years ▪ System Analyst 1.5 years ▪ Software Engineer 2 years
Professional Experience	AA Exchange Co. Pvt. Ltd. Blue Area Islamabad Job Title: Deputy Manager Western Union Duration: 22nd September 2005 - Current Responsibilities: ▪ Managed six people working directly under my supervision to carry on the day to day activities of the Customer Support Center (CSC) ▪ Handled the additional charge of Manager Human Resources and arranged for the hiring, selection and maintenance of Personnel Files for all of the company's employees. ▪ Acted as the liaison between Western Union and AA Exchange Company by conveying and presenting the various documents and compliance requirements provided by the former to the latter. ▪ Supervised and verified the company's Western Union accounts. ▪ Drafted correspondence to the State Bank of Pakistan which is the regulatory body for Exchange Companies and other finance institutions in Pakistan AA Exchange Co. Pvt. Ltd. Blue Area Islamabad Job Title: Manager Marketing Duration: 1st June 2005 - 22nd September 2005 Responsibilities: ▪ Handled Franchisees Queries before and after the Franchise Agreement signing

- Developed the content for the AA Exchange Website
- Developed the design and content for the AA Exchange Brochure, pamphlet
- Drafted the Organizational Restructuring of AA Exchange Company which was later presented to State Bank of Pakistan as part of its compliance report.
- Prepared cases for potential AA Exchange Company's franchisees for submission to State Bank of Pakistan

ITM Consultants

I-8 Islamabad

Job Title: Business Development Manager

Duration: Dec 2004-June 2005

Responsibilities:

- Founded the company with four partners
- Handled the tasks related to getting business from the local industry
- Handled the tasks related to getting business from abroad through online portals such as elance.com

Contract work for HRDN

F-6 Islamabad

Job Title: Application Developer for HRDN Member Information System

Duration: Dec 2004-Apr 2005

Responsibilities:

- Accomplished all tasks relating to getting system requirements and for the company to realize the potential of the application
- Analyzed existing business processes so that they may be translated to the application
- Led and accomplished the design, development, deployment and maintenance of the HRDN Member Information System

Makabu Private Ltd.

STP1 Islamabad

Job Title: Technical Internee-Software Developer

Duration: Feb 2002-July 2002

Responsibilities:

- Handled the design, development, deployment and maintenance of Production Support System for 3M Pakistan Pvt. Ltd
- Was promoted to team leader in the next project of developing web application for Entific Medical Systems
- Was responsible for reporting to project manager on a daily and weekly basis to keep his abreast of the development schedule

ZinCode

An Elance Company

Job Title: Founder/CEO

Duration: Feb 2001-Feb 2002

Responsibilities:

- Founded the company in partnership with 3 partners
- Launched the company on elance.com
- Was solely responsible for getting business through the process of bidding on RFP's
- Acted as both the accounts manager and project manager for as many as

	clients at a time ▪ Oversaw the process of outsourcing when own resources couldn't meet up with the incoming business
Significant Technical Projects	Member Information System for HRDN ▪ Tailor made for Human Resource Development Network needs ▪ Was involved in all aspects of the application development from requirement gathering to design, development and deployment ▪ Application developed in Visual Basic and Database in MS SQL Server Content Management System for Entific.com ▪ ASP used for the presentation layer and COM developed containing the business logic, MS SQL Server 7 as the database. ▪ Was Involved in Analysis and Design Production Support System for 3M Pakistan ▪ For Windows 2000, NT ▪ Supports complete production planning and monitoring ▪ Intelligent Raw Material Inventory Management ▪ Suggestion of Purchase Orders and tracking of Inventory ▪ Production and Financial Reports And have done various software development commercial projects through elance.com and the local market.
MBA Course Projects	▪ Starting an E-Business in Pakistan (A case study on P2P business) ▪ Productivity Audit of PIA (Productivity Management) ▪ Involved in arranging a fashion show at the university (Marketing) ▪ Study of Management Practices at ISPs (Operations Management) ▪ Design of Brochure for a new product (Marketing) ▪ Analysis of Call Centers in Pakistan (International Business Management)
Skills & Tools	Office Applications ▪ MS Office Suite, MS Project Object Oriented Analysis and Design ▪ UML – Unified Modeling Language using Rational Rose. Programming Languages ▪ Java, Visual Basic RDBMS ▪ MS SQL 2000, Microsoft Access 97/2000 Enterprise and Web Application Development ▪ JSP, ASP 3.0

Honors & Distinctions	▪ Scholarship Student at NIMS ▪ Attained 2nd position in the entrance test at NIMS ▪ Attained 8th position overall in Pakistan in the first M.O.S.T scholarship test
Hobbies	▪ Cricket ▪ Playing the Guitar ▪ Listening to Music ▪ Arranging local video games' tournaments
References	Mr. Tahir Mufti mufti@isf.com.pk Managing Director and Chairman Board of Directors - Islamabad Software Factory Mr. Farrukh Amin farrukh_amin@hotmail.com Project Manager – Makabu Pvt. Ltd. Mr. Ali Mardan Rahoojo alimrahojo@hotmail.com Projects Manager – AA Exchange Company Pvt. Ltd.