

Awais Sarwar

Skilled individual, seeking for position that will enable the use of procedural knowledge and technical proficiency pertaining to project quality and execution. Well versed with project management techniques as well as technical knowledge.

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WORK EXPERIENCE

AM Projects / Technical Project Coordinator HQs Frontier Works Organization

07/2022 - Present

Rawalpindi

One Network (Pvt) Ltd.

Achievements/Tasks

- Preparation of PIP and Monitoring project progress on all Motorways of Pakistan on behalf of Project Deployment team (FWO) and creating project status reports for top management
- Assisting DG FWO, Director IT and GM IT and all stakeholders by preparing presentations and providing daily status reports on actions completed and planned (MS Project and MS Visio)
- Coordination of projects with internal resources and third parties/vendors for flawless execution of projects at site and report on project including financial reporting/billing.
- Scheduling stakeholder meetings and facilitating communication between the Zonal GMs, Vendors and GM IT (COO). Moreover, also managing project management documents such as the project plan, budget, schedule or scope statement, as directed by the top management.

Assistant Manager Bahria Enclave, Islamabad.

02/2017 - 07/2022

Islamabad, Pakistan

Electrical Development Department

Achievements/Tasks

- Preparing of project status reports by collecting, coordinating, analyzing, monitoring the assigned projects & also Managing teams and various stakeholder
- Liaising with stakeholders to identify and define project requirements, scope and objectives & developing of MoM & Coordination with different dept's accordingly

EDUCATION

MPM & MS in Project Management SZABIST, Islamabad

09/2017 - 09/2020

Courses

- Project Management

BSc Electrical Engineering HITEC, Taxila

09/2011 - 07/2015

Courses

- Electrical Engineering

09 September, 2022

SKILLS

Primavera P6

MS-Project

MS Visio

MS Office

Project Coordination

SPSS 20

MEP Works

ERP & ISMS

Project Management

Knowledge of Contracts & SLA's

BOQ Estimation

Basic Knowledge of ISO Standard

QA/QC

Data Center Infrastructure

Audits

Knowledge of KPI's & Budget Planning

Contracts & Procurement Management

Electrical Developmental Works

PROJECTS

Motorways (NHA & FWO)

- AM Projects/Tech Proj Coord - Project Deployment Team

Bahria Enclave GRID Station 132kV, Islamabad

Hospital Management System, IAC

- Renovation of Armed Forces Hospitals across the Country (Coordinating Wing)

Data Center Infrastructure Projects, IAC

- Armed Forces Project - Project Management Office (Coordination Wing)

Punjab Mass Transit Authority, IAC

- Metro Bus Project (Project Management Office)

Electrical Site Development, Cineplex Cinema, Cube Apartment Towers, Bahria Heights Enclave, Masjid's

- Bahria Enclave, Islamabad

LANGUAGE

URDU



English

