

Smart Irtekaz

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Adnan Rafique Ahmed

Lead Trainer, Management Consultant

Summary:

Hard working and focused in achieving the milestones by leading project teams. Mastered in various skills over Sixteen years of experience in Strategic Planning, Project Management, PMO Consultation, ITIL implementation, Lean Six Sigma, Quality Assurance, Quality Control, Conducting Presentations, Technical Writing, Team Building, Effective Communication, Promoting Leadership, Negotiations, and Time management while consulting and coaching individuals, financial firms, IT companies and marketing companies.

Result oriented, self-motivated and capable of performing to the maximum satisfactory level of organizations and clients. Never compromised with due objectives and duties. Ahmed has worked in cross cultural environments and has strong communication and inter-personal skills.

Having worked in the diverse industries (private and government) such as Information Technology, Marketing, Media, Foreign Exchange, Education Institutes and Food Services, the experience and research transferred to the material of courses and consulting assignments is magnificent. Far sight and visionary, Ahmed has been recognized as the best and reoccurring trainer by various clients. Ahmed is also providing consultancy to individuals to enhance and develop their skills as leaders in their organizations through directing, coaching and training.

Key Achievements:

- Lean Six Sigma Master Black Belt (in progress), Villanova University, 2017.
- Certified ISO 9001: 2015 Lead Auditor, 2016.
- Implementing ISO 9001:2008 in Riyadh, 2015.
- Build PMO at MOWE, Riyadh, 2014.
- MS Project 2010 (managing projects) Certified, 2012.
- Build PMO at KETT, King Saud University, 2012.
- Lean Six Sigma Black Belt Certified, 2011.
- Keynote Speaker on Six Sigma at “Update in Lab Performance”, UOD, April, 2011.
- Completed ISO Internal Auditor Workshop, April, 2010.
- Lean Six Sigma Green Belt Certified, 2010.
- PMP Certified by PMI, 2009 & Attended ISO 9001 & ISO 17025 Training, March, 2009.
- Conducted Team Building Event for King Saud University (2009, 2010 and 2011).
- ITIL Foundation V3 Certified by EXIN, 2008.
- Provided Primavera P3 and P6 Beginner’s Training, 2008
- Recognized for Event Management Services by Chamber of Commerce, Riyadh.
- Appointed team leader by opening first account with CCCUK in batch, Lahore.
- Appointed Asst. Marketing Manager at Sarina Restaurant at Riyadh, 2003.
- Assisted in a project of Fiber Optic installation at CCC, Kansas, 2001.

Adnan R. Ahmed
PMP, ITIL, Six Sigma, CMSP

Education:

Bachelor of Science in Information Technology,
New Mexico Institute of Mining and Technology,
Socorro, New Mexico, U.S.A.
May, 2006
With Scholarship and President's Honor Roll

Associate of Arts,
Colby Community College,
Colby, Kansas, U.S.A.
May, 2004
With scholarship and Dean's Honor Roll

Bachelor of Science in Computer Science (Partly),
Pakistan Institute of Computer Sciences,
Lahore, Pakistan
January, 2003

Associate of Science,
Colby Community College,
Colby, Kansas, U.S.A.
May, 2002
With Scholarship and Dean's Honor Roll.

H.S.S.C. in Computer Science,
Pakistan International School,
Riyadh, Kingdom of Saudi Arabia.
May, 1999

Areas of Knowledge:

- | | |
|---|--|
| <input type="checkbox"/> Project Management Implementation | <input type="checkbox"/> Quality Assurance and Quality Control |
| <input type="checkbox"/> ISO 9001:2008 | <input type="checkbox"/> Problem Solving & Decision Making |
| <input type="checkbox"/> Building & Managing PMO | <input type="checkbox"/> Sales and Marketing Strategies |
| <input type="checkbox"/> ITIL Implementation & Tools | <input type="checkbox"/> Building Customer Relations |
| <input type="checkbox"/> Strategic Business Approach | <input type="checkbox"/> Google Analytics – Dashboard |
| <input type="checkbox"/> MS Project 2010 | <input type="checkbox"/> Corporate Event Management |
| <input type="checkbox"/> Management Styles and Strategies | <input type="checkbox"/> Six Sigma Implementation |
| <input type="checkbox"/> Teach Team Leadership | <input type="checkbox"/> Primavera P6 |
| <input type="checkbox"/> Conduct Time Management Skills | <input type="checkbox"/> Risk Analysis Tools |
| <input type="checkbox"/> Website Design | <input type="checkbox"/> FOREX Trading |
| <input type="checkbox"/> Hosting Team Building Events | <input type="checkbox"/> Presentation Techniques and Skills |
| <input type="checkbox"/> Organizational Behavior & Management | <input type="checkbox"/> Outsourcing Expert |

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PMP, ITIL, Six Sigma, CMSP

Professional Experience:

Director, Founder and Consultant at Smart Irtekaz - Riyadh, KSA.

- Consult clients for Marketing, Business Development, Building PMO, Lean Six Sigma Projects and ISO 9001:2008 certification and implementation
- Provide telecom expertise to our partners such as HUAWEI.
- Provide End-to-End Manpower solutions inside KSA and Out of KSA.
- Plan, execute and control strategies to achieve Organization targets.

Director, Co-Founder, Lead Trainer and Consultant at Hyoon - Riyadh, KSA.

- Consult clients for ISO 9001:2008 certification and implementation
- Plan, execute and control strategies to achieve Organization targets.
- Create and manage policy framework, standards and project templates.
- Support on-going Programs as PMO.
- Develop ITIL processes to bring Quality in all operations.
- Maintain smooth overall operations and complete project tasks.
- Perform QA/QC activities for Hyoon projects and Client's projects.
- Conduct PMP, ITIL, Six Sigma and Soft Skills trainings.
- Build PMO for MOWE (Riyadh).
- Perform PMO activities for Royal Commission Jubail (partial project).
- Trained Obeikan employees on Problem Solving/Lean Six Sigma.

IT Project Manager/PMO at BRP & KETT, King Saud University - Riyadh, KSA.

- Execute Project on E-Learning platform.
- Maintaining smooth operations in the BRP.
- Coordinating ISO 9001 Certification Project.
- Developing ITIL processes to bring Quality in IT operations.
- Leading team for data entry and performing data check.
- Designing and managing Biomarkers Conference related project.
- Supporting University's PMO for strategic plan 2030.
- Build PMO at KETT.

Consultant and Training Specialist at TecnoShift - Riyadh, KSA.

- Conduct professional training courses such as PMP, ITIL, Leadership etc.
- Perform implementation evaluation for ITIL, PMO and PM projects.
- Carry out SWOT and Gap Analysis for different customers.
- Hold team building and motivational activities for clients.
- Carry out sales and marketing communication with the clients.

Head of Training Department at Marketing Comprehensive Company - Riyadh, KSA.

- Conduct professional training courses and build customer relations.
- Lead the team of trainers and coordinators in training department.
- Plan and carry out sales and marketing strategy with sales team.

Sales Engineer at Arabian Building Corporation - Riyadh, K.S.A.

Adnan R. Ahmed

PMP, ITIL, Six Sigma, CMSP

- Prepare project risk assessment, scheduling and testing plans.
- Implement project tasks as planned and approved with project team.
- Prepare and execute marketing and sales strategies.
- Lead marketing campaign for IT solutions and finalize corporate deals.

Business Associate at Excel Financial Services - Lahore, Pakistan.

- Introduced Project Management concept in handling customer accounts.
- Train clients on the City Trader platform & provide consultancy on technical analysis.
- Create and implement marketing strategies. Search market trends & opportunities.

Assistant Professor at New Mexico Institute of Mining and Technology, Socorro - New Mexico, U.S.A.

- Conduct presentation on Organizational Behavior.
- Review the reports and written articles.
- Lead, supervise and control the participation in the sessions.

Marketing Representative for Chartwells, Socorro - New Mexico, U.S.A.

- Manage and lead all the events for students.
- Responsible for problem solving, communicating and handling customers.
- Write promotion schemes and generate ideas and design artwork for promotions.
- Responsible for marketing campaign for Chartwells at NMT.

Assistant Marketing Manager at Sarina Restaurant - Riyadh, K.S.A.

- Develop and execute marketing and sales plan.
- Supervise banquet team. Meet clients for business opportunities and presentations.
- Manage events and festivals at clients' premises.
- Quality control in the banquet hall. Provide and control customer care.

Computer Assistant Manager in Computer Center at Colby Community College - Colby, Kansas, U.S.A.

- Responsible for the daily/weekly tasks. Lead the assigned team for specific projects.
- Supervise and maintain computers in CCC premises.
- Troubleshoot hardware and software in computer labs.
- Install, monitor and maintain "centurian guard" in all labs and offices.

Few In-House Trainings Conducted:

- *Lean Six Sigma Green Belt for SABIC – Jubail, NCB – Jeddah, KSA.*
- *Project Management Workshop for CMA, Skyband, Obiekan - Riyadh, KSA.*
- *ITIL Foundation V3 for CMA, SABIC, Mobily - Riyadh, KSA.*
- *Leadership Management Skills for Abana, Nayyara - Riyadh, KSA.*
- *Customer Service and Sales Management Skills for HP - Riyadh, KSA.*
- *Time Management Skills Workshop for Al Marai - Al Kharj, KSA.*
- *Business & Technical Writing for JCI - Jeddah, KSA.*