

Muhammad Hannan Munir ^{MPM^P}

[Project Management | Business Operations Management | Document Controller] Professional



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Saudi Arabia

Profile

Experienced management professional with a strong track record in managing and delivering diverse projects. Skilled in managing scope, communication, and executing strategies effectively.

Experience

Document Control Officer at NASTP - Islamabad, Pakistan

Dec- 24 to Apr 25

- ◆ Manage and control all project and ISO documentation, ensuring accuracy, consistency, and compliance with established standards.
- ◆ Maintain a centralized document management system for both physical and digital records to ensure easy access, retrieval, and sharing with international teams.
- ◆ Track document versions, manage revisions, and ensure timely distribution of updated documents to relevant local and international stakeholders.
- ◆ Ensure secure storage, proper classification, and systematic filing of all documents to meet internal policies and international audit requirements.
- ◆ Assist in the preparation, formatting, and quality review of reports, records, and documentation, coordinating with international partners to ensure consistency and alignment

Assistant Project Manager at NASTP- Rawalpindi, Pakistan

Apr- 23 to Dec 24

- ◆ Identification of potential business opportunities and startups that align with NASTP' focus
- ◆ Establishing and nurturing relationships with entrepreneurs, researchers and industry partners to attract them to the park
- ◆ Conduct market research to understand industry trends, identify gaps and develop strategies for attracting business
- ◆ Develop marketing strategies to promote the park as a hub in the domain of aerospace
- ◆ Tracking and reporting on KPIs related to the park' business development
- ◆ Actively conducting networking events to enhance the collaboration between the divisions and tenants

Business Operations Officer at Tambro Pvt Ltd - Islamabad, Pakistan

Mar- 22 to Apr-23

- ◆ Build technical and financial proposals for prospective clients in the Risk and Crisis industry
- ◆ Translated business priorities into implementable actions by developing strategic plans and initiatives
- ◆ Fostered strong rapport with clients, vendors and stakeholders through consistent follow-up and communication
- ◆ Observed all laws, regulations, international standards and other applicable obligations
- ◆ Executed training programs for the development of our human resource
- ◆ Monitored, analyzed and executive site to assess proposed system changes and determine user impact

Project Coordinator at MATs, Rawalpindi, Pakistan

Aug-15 to May-21

- ◆ Administered multiple projects from start through delivery by prioritizing and delegating assignment

- ◆ Kept projects on schedule by managing deadlines and adjusting work flows
- ◆ Coordinated presentations for customers and project members to detail project scope, progress and results
- ◆ Established rapport and engaged with stakeholders to build lasting professional relationships
- ◆ Managed competing demands and professionally adapted to frequent change, delays and unexpected events

Education

School/ College / University/ Institute	CGPA/ %
MS Project Management Riphah International University Rawalpindi	3.91
BBA (Marketing) PMAS Arid Agriculture University Rawalpindi (BIMS)	3.69
Intermediate Federal Government Degree College Quetta Cantt	57.5%
Matriculation APS seven streams Quetta Cantt	80%
Hafiz e Quran Jamea Dar ul Irshad	

Projects

Clients	Project	Responsibilities
IT Sector	25 STPs (Government Project)	<ul style="list-style-type: none"> ➤ Project Execution plan ➤ Monitor project milestones, evaluate progress ➤ Project Documentation and reports compilation
IT Sector	e-Rozgaar (Government Project)	<ul style="list-style-type: none"> ➤ Managing their Website through CMS ➤ Created Social media content and graphics
NASTP	Open House and functionalization of NASTP Lahore, Kharian and Kamra	<ul style="list-style-type: none"> ➤ Stakeholder Engagement ➤ Market Research and Analysis: ➤ Business Development Strategy ➤ Operationalization plan
Institute of Space Technology, Islamabad	Adversary Interruption of multi path facility	<ul style="list-style-type: none"> ➤ Prepared WBS for the project via Microsoft Project ➤ Project Proposal ➤ Communication internally, externally and with stakeholders ➤ Signing MOU
Fauji Fertilizer Company	Health, Safety, Security and Environment Assessment (HSS&EA)	<ul style="list-style-type: none"> ➤ Prepared HSS&EA proposal for FFC ➤ Prepared financial proposal
Zong Pk	Frame Supply Agreement for services of delivering security, traffic and high-risk events	<ul style="list-style-type: none"> ➤ Prepared technical and financial proposals for ST&HRE
Glaxo SmithKline	Due Diligence Assessment (DDA)	<ul style="list-style-type: none"> ➤ DDA proposal formulation
Metallurgical Corporation of China	Security Risks Assessment & Management, Crisis Management &	<ul style="list-style-type: none"> ➤ Prepared SRAC&SS technical and financial proposals

Support Services SRAC&SS

Samsons Group Co	Assessment and Development of Business Intelligence and Information Security Management System (BI&ISMS)	<ul style="list-style-type: none">➤ Develop BI&ISMS plan➤ Financial Proposal➤ Presentation of the project
Samsons Group Co	Safety, Security, Health & Environment Risk Assessments	<ul style="list-style-type: none">➤ Prepared SSH&E risk assessment report➤ Field visited to address the security situation in the stated area➤ Gaps & security limitations➤ Recommendation and deployment of SSH&E plan.

Corticates/ Achievements

Course	Institute	Link
Foundations of Project Management	Google	https://coursera.org/share/25e9e723738afe0c38ae857c1c67d20b
Agile Project	Coursera Project Network	https://coursera.org/share/760300bd1bd88d4c71c928b76d49dbee
HR Analytics- Build an HR dashboard using Power BI	Coursera Project Network	https://coursera.org/share/577155b5aff9d7ebe7f6467198fb5ee6
Business Implications of AI	EIT Digital	https://coursera.org/share/da27ba4167d2014a73061f9145d62594

Skills	Hands-on Software	My Interests	My Hobbies	Languages
◆ Complex Projects Management	◆ Microsoft Office Suite	◆ Project Management	◆ Sports	◆ English
◆ Operations Management	◆ Primavera P6	◆ Marketing	◆ E-Sports	◆ Urdu
◆ Problem-Solving	◆ Microsoft Project Professional	◆ Entrepreneurship	◆ Hiking	◆ Pashto
◆ Social Media Marketing (FB and Insta Ads)	◆ SPSS	◆ Social Work	◆ Watching Seasons	◆ Saraiki
◆ Time Management	◆ Adobe Photoshop	◆ Agile	◆ Biking	
◆ Gap Analysis	◆ Power BI	◆ Contracts & Procurement		
◆ Decision Making	◆ Jira Work Management	◆ Scrum Master		
	◆ Meta Business Suite			
	◆ Clickup, Trello, Monday			