Address: 48 Chelsea Way, Bridgewater, NJ 08807 • Phone: (516) 824-5043

Email: tehminamehdi936@gmail.com • LinkedIn: linkedin.com/in/tehmina-mehdi

Certified SSM project manager with exemplary record of success in the analysis and enhancement of business processes, experienced in driving projects through collaborative engagement with customers, team members and vendors. Methodical problem solver with strong expertise in analyzing problems and processes, leading new business implementation initiatives, and delivering key support to manage critical business changes. Conscientious leader and coach of top-performing teams, seeking a project manager role on a team valuing organization and targeted problem solving that leads to consistent project success.

**Professional Experience**

iTech Devices - Karachi, Pakistan Feb 18 – Dec 19

*Project Manager*

* Design, develop, and launch new products for Shell Nigeria, University of Middlesex and Delta Partners through the use of MS project and by coordinating with various departments to ensure deliverables are met
* Managed relationships and launched products for Cisco, Dell, HP, Imation, Apple, Acer, Cisco, Compaq, IBM, Shell Nigeria, University of Middlesex, Microtech, Megaviz, Delta Partners as required by client requirements
* Prepared Project Completion Reports once project installation was done
* Worked across different departments organizational boundaries to drive results and maximizing business profitability
* Helped senior managers to establish direction and goals amongst a project team
* Assigned project team roles and responsibilities to individual team members and monitored project progress through MS Project
* Mitigated risks, managed requirements, and worked with project stakeholders while managing expectations at the department and project levels
* Grew business leads over the phone and arranged client meeting accordingly with Dubai Office team to meet and close deals
* Evaluated new projects and business challenges and designed practical, attainable solutions
* Led and represented Itech Dubai on in-house mobile application to ensure projects are prioritized and completed by providing business requirement documents and cost benefit analysis
* Act as a liaison between system users and the software development team to gather requirements and document workflows using Microsoft Visio and results of Business Analysis in Business Requirement Document

**TPS** - Karachi, Pakistan Aug 17 – Dec 17

*Business Development Executive*

* Responded to client requests for proposals (RFPs)
* Answered potential client questions and follow-up call questions
* Maintained database (Salesforce, CRM, Excel, etc.) of prospective client information
* Understood client needs and offered solutions and support to lessen issues
* Researched potential leads from business directories, web searches, or digital resources
* Maintained a pipeline of all sales administration using CRM software
* Collaborated with upper level management on sales goals, planning, and forecasting

**Salsoft Technologies** - Karachi, Pakistan Dec 14 – Jan 15

*iOS Intern*

* Designed and built advanced applications for the iOS platform and helped launch TossDown app for iPhone
* Collaborated with cross-functional teams to define, design, and ship new features to customer platforms

**Education**

* **NED University of Engineering and Technology**, Karachi, Pakistan Mar 2017

Bachelor of Software Engineering

GPA: 3.2

**Certifications**

# Certified SAFe® 5 Scrum Master July 2020

**Leadership Activities**

* ACM NED – 2017 Membership Chairperson
* NED Model UN II – 2016 Media and Promotions Director
* ACM NED – 2015 Promotion Manager
* ASHRAE – 2015 Chief Analyst
* ASHRAE – 2014 Creative Director

**Achievements**

* NED Parliamentary Debating Champion
* Took part in NEST IO Competition and were selected in top 5 teams out of 250 teams
* Hosted and participated in IBA Model UN and was awarded best delegate

**Skills**

* Adept at making and delivering presentations / reports.
* Proficient in MS Office (Power point, Word, Excel, Visio), PHP, and AutoCAD
* Skilled knowledge of Object C X Code for iOS Development
* Knowledge of Agile and Waterfall methodologies
* Technical Writer, having experience in rendering technical details into readable/usable documentation, strong background in writing with excellent editing and proofreading skills