



HAFIZ OBAIDULLAH


IT PROJECT MANAGER / IT PROJECT COORDINATOR

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 2596917209

SKILLS

- Project Management
- Project Controlling
- Risk Management
- Team Management
- Client Facing
- Trello
- Asana
- Odoo
- MS OFFICE
- Project Documentation
- Jira
- Time Management
- Project Planning
- SAP MM
- Quality assurance
- Microsoft Dynamics
- Microsoft Powe BI

PROFILE

Obaidullah is an experienced Virtual Assistant with a strong background in providing administrative, technical, and project support in fast-paced and dynamic environments. Proficient in tools like Asana, Trello, and Microsoft Office Suite, Obaidullah excels at managing schedules, coordinating tasks, handling client communication, and streamlining workflows for increased efficiency. With a keen eye for detail, strong organizational skills, and a proactive approach, he ensures smooth day-to-day operations and timely task execution. His adaptability across various industries makes him a reliable and resourceful professional committed to supporting business growth and operational success.

EXPERIENCE

IT Specialist-Jawlah

Feb-2024, Present

Medina, Saudi Arabia

- **Odoo ERP Management:** I develop, configure, and manage business workflows in Odoo to streamline operations such as sales, inventory, HR, and customer relationship management. This includes setting up modules, customizing forms and views, and ensuring the system aligns with the company's evolving business needs.
- **Technical Troubleshooting:** I identify, analyze, and resolve software and hardware issues related to the Odoo system and other IT infrastructure. This includes managing user access rights, fixing bugs, resolving connectivity issues, and providing technical support to internal users.
- **Client & Internal Stakeholder Support:** I actively participate in meetings with clients and internal departments to understand their operational needs and translate them into functional Odoo workflows or technical solutions. I also assist end-users in understanding and using the system effectively.
- **Documentation:** I create comprehensive technical documentation for all implemented workflows,

EDUCATION

Mohammad Ali Jinnah University

2019-2023

Karachi, Pakistan

BS in Software Engineering

Jinnah Government Boys College

2016-2018

Karachi, Pakistan

HSC in Pre-Engineering

U & V School System

2014-2016

Karachi, Pakistan

SSC in Computer Science

CERTIFICATION

SAP MATERIAL MANAGEMENT

DTS: DTS-SAP-24-1607

system configurations, and troubleshooting guides. This helps in maintaining operational continuity and supports future upgrades or onboarding of new team members.

- **System Monitoring & Improvement:** I continuously monitor system performance and user feedback to propose and implement improvements for better functionality, efficiency, and user experience.
- **Data Entry & Management:** I handle accurate data entry in the Odoo system, ensuring all business data—such as client details, product catalogs, employee records, and transaction histories—is properly recorded, organized, and updated in real-time.

IT Project Manager - Designified

Sep 2024- Jan 2024

Karachi, Pakistan

- As a Project Manager at Designified, I manage diverse client projects in the UAE
- My role involves overseeing contracts and proposals, ensuring clear communication, and collaborating with development teams to meet project requirements
- I focus on maintaining strong client relationships and driving project success through strategic planning
- Successfully managed projects with tight deadlines and limited resources.
- Coordinated team members to ensure tasks were completed on time and within budget.
- Communicated effectively with all levels of stakeholders including executives.
- Monitored project performance metrics to ensure adherence to quality standards.
- Resolved conflicts among team members by facilitating productive conversations.

IT Project Manager- Codesy Consulting

May 2024- August 2024

Karachi, Pakistan

- As a Project Coordinator at Codesy Consulting, I optimized workflows with Trello, Asana, and Azure DevOps
- I ensured timely deliverables through effective communication and agile methodologies, managed risks, maintained documentation, and trained new team members to enhance project efficiency

Project Coordinator- Pluton

DEC 2024- April 2024

Karachi, Pakistan

- As an IT Project Manager at Pluton, I specialize in task creation, project documentation, and client relations
- I ensure smooth workflows and effective tracking with CRM tools, focusing on strategic planning and proactive engagement for successful project outcomes and satisfied stakeholders

Intern Mobile Developer- Systems Limited

August 2023- October 2023

Karachi, Pakistan

- Completed a two-month internship at Systems Limited in Karachi, focusing on Cloud Application Development
- I explored technologies like Microsoft Dynamics 365, Power Apps, Power Automate, Power BI, and Dynamics Sales

Intern Project Management- Codesy Consulting

December 2022- June 2023

Karachi, Pakistan

- Collaborated with cross-functional teams across various departments in order to achieve desired results.
- Facilitated workshops with stakeholders to define project scope, timeline, and deliverables.
- Monitored progress against set milestones and KPIs throughout the duration of each project cycle.
- Developed proposals and presentations for potential new business opportunities.

Manual QA Tester – Office Automation

March 2022- October 2022

Karachi, Pakistan

- Conducted exploratory tests to identify potential defects or areas of improvement.
- Assisted developers in debugging complex problems by providing accurate reproduction steps.
- Contributed towards developing a comprehensive suite of automated tests for regression purposes.

