

SAEED UR REHMAN CHAUHDARY

P. O. Box 129816
Abu Dhabi, UAE
saeedurrehman831@gmail.com
00971-547148727



Total Professional Experience (3 Years)

**SEP 2022 –
Jun 2023:**

Project Manager in Shopify

QueDesk Software House
Dolat Nagar, Pakistan

- **Project Planning:** The project manager will work with stakeholders, such as business owners, designers, developers, and marketers, to define project goals, scope, and requirements. They will create a detailed project plan, including timelines, milestones, and resource allocation.
- **Team Coordination:** The project manager will lead a team of individuals with different skill sets, such as web designers, developers, content creators, and marketers. They will assign tasks, set expectations, and facilitate communication among team members to ensure everyone is aligned with the project objectives.
- **Scope Management:** It's essential to manage the project scope to prevent unnecessary changes or feature creep. The project manager must communicate effectively with stakeholders and set proper expectations to avoid scope-related challenges.
- **Risk Management:** Identifying potential risks and developing mitigation strategies is crucial in any project. The project manager will assess risks related to the Shopify store's development, third-party integrations, data security, or any other relevant areas.
- **Budget and Resource Management:** The project manager will be responsible for managing the project budget and ensuring that resources, including personnel, tools, and technology, are allocated appropriately.

**SEP 2020 –
SEP 2022:**

Travel Counsellor

Ali Choudhary Air Travels
Kotla Arab Ali Khan, Pakistan

- **Client Consultation:** Travel Counsellors begin by understanding their clients' travel preferences, needs, and budgets. They conduct detailed consultations to gather information about destinations, travel dates, accommodation preferences, activities, and any specific requirements.
- **Itinerary Planning:** Based on the client's preferences and budget,

Travel Counsellors create customized travel itineraries. They research and recommend suitable destinations, modes of transportation, accommodation options, sightseeing activities, and tours.

- **Reservations and Bookings:** Travel Counsellors handle the booking process, including flights, hotels, rental cars, cruises, and other travel services. They coordinate with airlines, hotels, and other travel providers to secure reservations and ensure smooth travel arrangements.
- **Travel Documentation:** Travel Counsellors assist clients with obtaining necessary travel documentation, such as passports, visas, travel insurance, and any other required permits.
- **Travel Advice and Recommendations:** Travel Counsellors provide expert advice on travel-related matters, including travel safety, health precautions, local customs, and cultural considerations.
- **Price Comparison and Budgeting:** They compare prices from different suppliers to find the best deals and value for their clients' travel budgets.

Education

BS-IT

Bachelor in Information Technology

Specialized: Information Technology and Computer Based Software

Aird Agriculture University Rawalpindi

ICS

Intermediate in Computer Science

Specialized: MS Office, Internet and Computer Based Software

Punjab College For Boys Kharian,

Kharian, PAKISTAN

Skills

Excellent Communication Skills | Cooperative | Time Management Skills | Positive Attitude | Highly Adaptable | Punctuality | Software Project Management | Microsoft **Excel**, Word | All Banking Operations |

Languages

English | Hindi | Urdu | Arabic (Basic) |

Personal Information

Birth Date:

01 December 1996

Gender:	Male
Nationality:	Pakistan
Visa Status:	Visit Visa
Residence Location:	Alain ,Abu Dhabi, United Arab Emirates
Marital Status:	Single
Driving License:	none
