

PERSONAL INFORMATION

Muhammad Ali Iqbal Butt

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Sex Male | Date of birth 16/06/1995 | Nationality Pakistani

PERSONAL STATEMENT

Hardworking Software Engineer offering 2 years experience of physical employment and more than 4 years as a virtual employee in expertise necessary to take on dynamic and complex software systems. Strong background in Project Management, WordPress design, development, and Technical Writing. I desire to bring abilities to new role with room for development.

EDUCATION AND TRAINING

02/10/2013–15/09/2017

Bachelor of Science in Software Engineering

Grafton College of Management Sciences, Islamabad (Pakistan)

2011–2013

Higher Secondary School Certificate (Pre-Engineering)

Federal Government Degree College for Men, Kharian Cantt. (Pakistan)

2009–2011

Secondary School Certificate

The Village Public High School, Bhaddar, Gujrat (Pakistan)

WORK EXPERIENCE

07/07/2019–Present

Junior Agile Project Manager

Alfa Solutions, Islamabad (Pakistan)

- Co-ordinating and planning delivery across multiple different teams.
- Actively promoting trust and close co-operation between project team members.
- Putting together progress reports.
- Conducting daily scrum meetings.
- Eliminating project waste and unnecessary expenditure.
- Managing the projects expenditure budget and everyday running costs.
- Tracking a projects cost and burn rate.
- Giving updates to the project team.
- Monitoring the performance of individual project team members.
- Giving professional presentation to stakeholders and senior managers.
- Ensuring compliance with change control procedure.
- Managing changes in a projects scope.
- Managing project scope, budget, and client expectations.
- Coordinating software deployments.
- Documenting functional and non-functional technical requirements.
- Reporting on project status to senior managers.

15/04/2019–01/07/2019

Technical and Content Writer

Alfa Solutions, Islamabad (Pakistan)

- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.
- Analyzed developments in field to update instruction literature.
- Wrote more than 250 word assignments according to instructions.
- Communicated with customer representatives for feedback and distribution.
- Proofread copy written by colleagues to correct spelling, punctuation and grammar.
- Organized material to research and complete writing tasks.
- Negotiated agreements between employees to clarify misunderstood directions and resolve conflicts affecting performance.

01/05/2018–15/01/2019 **Junior Project Manager**

ANIT Solutions, Islamabad (Pakistan)

- Interacting with other team members to enable the cross fertilization of ideas and solutions across a project.
- Run daily stand up meetings.
- Determining critical project requirements and dependencies.
- Implementing software development methodologies.
- Managing internal client expectations.
- Providing metrics and status to senior management.
- Devising clear risk mitigation strategies.
- Distributing progress reports to concerned parties.

07/09/2017–27/04/2018 **WordPress Designer and Developer**

ANIT Solutions, Islamabad (Pakistan)

- Converted design assets into component-based HTML, CSS and JavaScript.
- Collaborated with team leader on project specifications, strategy and execution to build new WordPress pages and update existing ones.
- Provided timely resolution to reported website problems by integrating new solutions into existing platforms.
- Collaborated with design and project developers to understand project scope and offer elegant, creative and scalable solutions.
- Designed and implemented website from initial concept, site architecture and wire frames to finished deliverable.
- Delivered quality commercial websites that met coding standards and cross-browser compatibilities.
- Installed required plugins and additional coding to fit final design and functionality requirements.

PERSONAL SKILLS

Mother tongue(s) Punjabi, Urdu

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B1	B1	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages - Self-assessment grid

Communication skills

- Communication experience gained as a developer through continuous contact with developers.

- Good communication skills gained by participating in debates competitions in university.

Organisational / managerial skills

- Project Timeline Managing skills gained as Project Manager to meet projects' deadlines.
- Sufficient skills as a team player gained while working as content writer and WordPress Developer.
- Been part of an event organizing society in university.

Job-related skills

- Not dogmatic about methodology.
- Able to lead loosely defined Agile projects to completion.
- Not afraid to make critical business recommendations.
- Detail orientated with a high degree of preciseness.
- Able to work with both business and IT teams.
- Experience leading web-enabled software development projects.
- Good client facing skills.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid