**Phool Kanwal, PMP**

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Cell # 056 6682 257

Address: Dubai, United Arab Emirates

Date of Birth: 7th February 1983

Fathers Name: Muhammad Iqbal

Driving License: Yes

PROFILE SUMMARY

* More than 12 years’ experience of Strategic Management, Business Administration, Project, Program and Coordination for public and private sector
* Multi-disciplinary experience in diversified industry segments such as Government, Investment Promotion (Inward/Outward) and Bilateral Trade, development, Infrastructure, Information Technology/Information, Security,
* Proven and successful Strategy formulation and Implementation of the recommended strategy
* Managed Secure Auditor which was awarded best Security Application from PASHA for 2005 and 2006
* Coordinated Roadshow and destination marketing activities in Peoples Republic of China, Russian Federation, United Arab Emirates, Republic of Korea, Malaysia, Singapore and Republic of Turkey etc.
* Coordinated Project of Karachi St. Petersburg Sister Cities Protocol and Agreement
* Managed 2nd Largest Exhibition in Pakistan titled LDF-Livestock, Dairy, Fisheries and Poultry Exhibition and Seminar for 3 years
* Annual Development Schemes for Investment Promotion of Sindh and Marketing of Sindh planned and executed
* Business Analyses, Business process design and re-engineering
* Ability to position, extend launch and re-launch of brands, projects and businesses
* Demonstrated strategic ability to develop business plans, investment proposals and feasibility studies
* Responsible for significant, Institute-wide projects, typically with large budgets and sizeable staff, focused on meeting project commitments, including communications with sponsors and stakeholders management.
* Deliver on assigned projects within budget and program from inception through to completion
* Develop partnerships and alliances, channel strategy
* Clear focus on benefit realization and ROI
* Experience of project management standards, planning and execution of complex scalable programs
* Perform commercial, procurement, contract administration, scheduling activities
* Development and management of resources
* Procurement strategy, developing vendor/partner relation and sub consultants

AREAS OF EXPERTISE

* Strategy
* PMO
* Program Management
* Benefits Management
* Stakeholder Management
* Project Management
* Roadshows
* Business Process Design
* Branding
* Business Planning
* Investment and Trade
* Consulting
* Events
* Analytical Thinking
* Change Management

WORK EXPERIENCE

**Werner Sobek Dubai (Br) September 2015 – June 2018**

*Projects Manager|Planner*

* Assist Program lead for management, administration, monitoring and control related functions
* Liaise with all stakeholders to ensure effective and efficient program delivery
* Collaboration with Operations, Procurement, Personnel, and finance
* Prepare business process workflows, plans and detailed operating procedures
* Participate in the development of policies, procedures and framework for the Project and Program function to effectively meet its objectives and targets, in line with the overall strategy and direction
* Identify and evaluate project risks and update risk register
* Initiate change control process and formalization of changes
* Program coordination, Contract administration, identification of cross project dependencies and risks
* Projects Planning, monitoring and control, claims and variation
* Measure and monitor progress, identify delays, critical paths, areas of concern and propose corrective action
* Review, evaluate, certify and process payment applications
* Preparation of cost/cash-flow data, forecasts, progress and cost accounting reports
* Manage support team members and resources for estimating, scheduling and document controls
* Knowledge of related planning computer software programs, (Primavera/MS PROJECT)

**WGS DMCC March 2015- August 2015**

*Business Consultant*

* Project Management, Strategic and Business Planning
* Procurement and Supply Chain management
* Contract Administration and Partner Relationship Management

**Sindh Board of Investment (SBI), Government of Sindh, Pakistan March 2010– July 2014**

*Deputy Director (Coordination)*

* Assist Chairman for management, administration, monitoring and control related functions. Conceptualization and liaise with program lead regarding execution of projects objectives and deliverables
* Implementing PMO infrastructure organization wide. Streamlining Program Coordination through establishment of “Project Management Office” to control the project and all of its documentation.
* Project Management for inward & outward investment promotion. Coordinated projects for bilateral cooperation and agreements on sister cities, protocols, halal industry development, energy, infrastructure, Livestock, Dairy and Fisheries etc.
* Annual Development Schemes for Investment Promotion of Sindh and Marketing of Sindh planned and executed
* Marketing & branding of Sindh Province for attracting local & foreign investors
* Coordinate, organize, manage and participated in Road shows, International Conferences, Business Matchmaking Sessions & Investment Delegations (state level lead by Executive, Legislative & Administrative heads of Provincial Government)
* Conduct research, develop business plans and draft project feasibility
* Strategic liaison with Chambers, Associations, Trade Bodies along with local and international investor/business/government communities’ interlinking
* Business support, match making and advisory service projects, including working with both ‘start-up’ and established businesses.
* Define the scope of the project in collaboration with senior management
* Determine and meeting project commitments, including communications with sponsors, stakeholders, etc.
* Set up project processes, project logs, project plan including review and validation
* Conduct risk management planning, identification, analysis, response planning, monitoring and
controlling
* Administer & Scrutinize contractual and financial aspects of contract documents such as ROQs, RFPs, financial and technical proposals, contract & tender documentation for any variations, sub-contractors
* Determine the resources (time, money, equipment etc.) required to complete the project
* Works cross-functionally to solve problems and implement changes
* Reports defining plans, project progress, potential risks, issues, resolutions and risks mitigation measures to appropriate levels of management
* Estimating, budgeting and controlling costs
* Lead, coordinate and dealing directly with external consultants, contractors, subcontractors and vendors.
* Monitor internal, customer, sub-vendor, and third party project performance timeliness
* Conduct research, develop business plans and draft project feasibility

**Secure Bytes July 2005-March 2010**

*Manager*

* Developed Secure Bytes business plan and conducted in-depth industry, market and product analyses
* Successful Product Launch of Secure Auditor (unified digital risk management solution) in local and international market
* Adherence to PM processes for key business initiatives in terms of Plan, Risk, Controls, Monitor, Communicate, Testing, Vendor management, Financials and Go-Live preparation
* Develop marketing plan and marketing strategy for international Product launch
* Manage the entire product life cycle from strategic planning, pricing and forecasting to tactical activities
* Devised communication and positioning strategy to achieve frequent and positive media coverage
* Coordinating with design team for marketing collateral
* Manage creative, copy and technical writing team for Secure Bytes
* To manage all aspects of print production, receipt and distribution.
* Worked on Compliance standards PCI-DSS, HIPPA, ISO 270001, BS7799 for Product enhancement
* Contributed finalized Product Testing
* Designed & implement business process
* Designed, developed, conduct and manage training activities and material
* Worked as business analyst on information security projects
* Client servicing, Marketing­­ and relationship management

EDUCATION AND PROFESSIONAL CERTIFICATIONS

**Masters in Public Administration (MPA) 2004**

Department of Public Administration, University of Karachi

Bi-Major: Marketing and Human Resource Management

**Bachelors in Public Administration 2003**

Department of Public Administration, University of Karachi

Fields of Study: Management, Marketing, Public Administration

**PMP (Project Management Professional)** **2009**

Project Management Institute -- PMP # 1273151

**CISA Qualified (Certified Information Systems Auditor) 2009**

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PROFESSIONAL AFFILIATIONS

* Member of Project Management Institute, Pennsylvania, USA
* Member of Project Management Institute, Khaleeji Chapter, UAE

TRAINING COURSES

* Certificate course on “Project Management with PgMP Exam Preparation”
* Certificate course on “Project Management Professional Training”
* Certificate course on “Participative Management & Productivity”

LINKEDIN

http://[ae.linkedin.com/in/phoolkanwal/](http://pk.linkedin.com/in/phoolkanwal/)