

Zaigham Omer Usmani

5 school Street,
Piscataway, New Jersey, 08854
(203) 507-1530 / zusmani@my.bridgeport.edu

Summary: Dedicated and focused Project Coordinator with insight into organizational management who excels at prioritizing, organizing skills, effective teamwork, multiple tasks simultaneously, process oriented and effective time management following through to achieve project goals. Seeking Professional positions in Business Analysis/ Project Management / Technology Management.

Education: **University of Bridgeport**, School of Engineering
M.S Technology Management concentration in Project Management
Bridgeport, CT
May 2017

Comsats Institute of Information Technology.
Bachelors of Business Administration in Marketing
Abbottabad, Pakistan
May 2011

Coursework: Advanced programs and project management, vendor management, leadership and marketing for engineers, statistical quality control and techniques.

Work

Experience: Reliant Vision Group Inc
Project Coordinator
Iselin, New Jersey
10/1/2017 till 2/28/2018.

- Developed and maintained project schedules.
- Creating summary and subtasks using Microsoft Project.
- Identified and monitored critical paths
- Set project baselines and updated project timelines, scope and cost.
- Assisted in calculating earned value (project financials).
- Prepared project status reports.
- Defined, estimated and scheduled project tasks and dependencies.
- Identified project issues and escalated as required
- Created project calendars, organize conference calls and planning project travel arrangements.
- Utilized project server for creating detailed project plans, tracking and analyzing the project budget creating projects financial reports as well as forecasting the project resources and budget.
- Utilized Microsoft project server platform solution to provide support for resource management such as planning, reporting and project team collaboration.

National Data Base and Registration Authority Pakistan.
Assistant Manager
Islamabad, Pakistan
4/2012 to 8/2015

- Administrative and Operational in charge of Nadra Registration Center
- Authorized Officer to Approve/Disapprove application for the provision of Pakistani Nationality to an applicant (On behalf of government of Pakistan)
- Maintained Standard Quality of Data\ such as demographic information, figure prints and digital photos as per (International Civil Aviation Organization).

The Resource Group.
Sales Agent/customer Support

Lahore Pakistan
3/2011 to 8/2011

- Effectively transferred misdirected customer request to an appropriate party
- Call Handling/ Call Resolution
- Responding to inquiries and complaints
- Upselling company products and services

Alcatel-Lucent
Pre-Sales Intern

Islamabad, Pakistan
8/2010 to 9/2010

- Assisted the Pre-Sales Engineers in the preparation of bids and proposals
- Identify Potential Sales Leads
- Presented and demonstrated products to prospective buyers

Skills and Tools: Smart Draw, Pencil (Tool) , Microsoft Word, PowerPoint, Outlook. Organization, Leadership, Interpersonal Skills, Detail Oriented, Team Management, problem solving, MS Word, MS Excel, MS PowerPoint, MS Access, MS Project

Certifications: Agile Certified Talent Champion (**APF CTC**)™

Membership: Project Management Institute (New Jersey Chapter, USA)
Society For Human Resource Management (Morris County Chapter, USA)

References; Available on request.