

ABDUL RAHEEM MOHAMED FAIZAR

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PERSONAL STATEMENT

My diverse job roles with over 18 years of successful experience/subject matter expert (SME) in Project Management/Business Development/Business Analytics/Project finance/Business administration/Business Planning/Research & development/Continuous Improvements and cross-functional skills. It is recognized consistently for performance excellence and contributions to success in any industry.

SKILLS/EXPERTISE

- Multitasking abilities
- Strong leadership
- Collaborations
- Critical thinking
- Analytical skills
- Continuous improvement concepts (Lean six sigma, TQM, Kaizen, 5S, etc.)
- Planning and coordination
- End to End project management
- Project initiation/planning/execution/monitoring & control/closure
- Stakeholder management/Procurement management/Risk management
- Cost Management & Communication Management
- Organization and Time management
- Training and Development
- Cultural awareness
- Project Management Software's (MS Project, Primavera), tools & techniques, best practices, etc.

- Fluent in English/Singhala/Tamil

WORK EXPERIENCE

Programme Manager & Senior Lecturer (Postgraduate School), *Global Higher Education (Pvt) Ltd (IDM Colombo Campus, Dehinvala, Sri Lanka), Colombo, Sri Lanka, 2021 July to 2021 November.*

"IDM Starting its operations in 1974 as the Sri Lanka's premier private-sector IT service provider, IDM has rendered its services to the Sri Lankan Student Community for well over four decades. The IDM group operates over 25 branches island wide, covering all of the provinces of Sri Lanka, providing Diploma to master's degree programs." Web: www.idm.edu

Responsibilities/KPI:

- Act as the lead administrator in supporting the programme/academic director and teaching faculty in designing, planning, and delivering several concurrent major executive programmes.
- Frequently supervise the Programme Administrator/s and Assistant working in the executive education team.
- Manage the faculty contracts and ensure the Right to Work processes are consistent with the University and School's policies.
- Support and work closely with the Executive Education Manager in contract negotiations with our partners and develop new programmes.
- Engage in appropriate short-term research projects.
- Deliver lectures (Diploma level to master's level)

Assistant General Manager, Project Implementation/HR/Project Finance, *Prime Engineering Lanka (Pvt) Ltd (The Group of Company), Colombo, Sri Lanka, 2016 October to 2020 February.*

"Prime Engineering Lanka (Pvt) Ltd is one of the leading telecommunication vendors registered company with ISO 9001:2015 certified. Prime is involved in offering total service solutions to several telecommunication service providers, especially those of mobile telecommunication." Web site: www.prime.lk

Responsibilities/KPI:

- Oversee daily projects/operations for the business unit or organization.
- Ensure the creation and implementation of strategies/methodologies/standards designed to grow the business/projects.

- Coordinate the development of key performance goals for functions and direct reports.
- Oversee day-to-day coordination of financial activities, business plan, and ensuring cost efficiency.
- Lead the development, monitoring, and review of project budgets; review monthly financial analysis and budget vs expense reports to determine the reasonableness of variances and take appropriate actions, as required.
- Provide & prepare financial reports, including Cash-flow, P & L, and monthly economic forecast.
- Hire, training, and evaluating employees, taking corrective action when necessary.
- Develop, review, and improve administrative systems, policies, and procedures.
- Provide direct management of key functional managers and executives in the business unit.
- Engage in key or targeted customer activities.
- Communicate strategy and results to the unit's employees.
- Report key results to corporate officers.

Senior Manager, Corporate Accounts & Skills Development, Prime Engineering Lanka (Pvt) Ltd,
Colombo, Sri Lanka, **2015 December to 2016 October.**

Responsibilities/KPI:

- Leads yearly Business Planning and strategizing efforts.
- Lead quarterly (or as needed) Board of Directors meeting
- Build a sustainable business strategy.
- Support CEO as needed on special projects.
- Planning courses of action to optimize organizational aims.
- High-level resource and talent management
- Interface and work with all business units
- Advising Senior Management on business/project plans and strategic action
- Overall planning for employees' skills developments

Regional Technical Project Manager, BTS & Infra-Passive Services, Prime Engineering Lanka (Pvt) Ltd, Colombo, Sri Lanka, **2014 December to 2015 December**

Responsibilities/KPI:

- Direct and manage day-to-day installation and upgrade or outsource based projects from beginning to the end.
- Review project scope, goals and deliverables that support business goals as stated in binding agreements with senior management objectives.
- Delegate tasks and responsibilities to appropriate personnel
- Provide deployment/training activity specifications to be included in Statements of Work.
- Develop and review key outsource department best practice processes in support of partner or customer enablement.
- Serve as a liaison between Prime technical resources and Prime partners/customers.
- Travel frequently to regional office/s.
- Client's sign-in and sign-out
- Prepare monthly/yearly budget (based on WBS) and status report for customers and internal purposes.

Consultant, Business Development, CCL (Pvt) Ltd, Colombo, Sri Lanka, 2013 October to 2014 December

"CADD Centre Lanka (CCL) is a Professional career development Institute started in the year 2002 by Open Systems Technologies (Pte) Ltd, a subsidiary of EW-Information Systems Ltd. Currently, it conducts accredited courses of world-renowned software companies such as Autodesk, Bentley, Primavera Systems, Adobe, Microsoft, Red Hat etc. CADD Centre Lanka is also a franchise holder of prestigious CADD Centre of India, which provides high-quality courseware and internationally recognized certificates on popular professional courses in Engineering, Graphics and Management disciplines." Web site: www.caddcentre.lanka.com

Responsibilities/KPI:

- Develop the Project Management education and training program, which is conducted by the Project Management Institute (PMI-USA)
- Develop the education and training program which is conducted by City and Guilds (UK)
- Plan, execute and implement the program calendar for one year.

Regional Manager/Engineer, Managed Services, ATSL International (Pvt) Ltd, Colombo, Sri Lanka, 2012 August to 2013 October

"ATSL offers a complete range of outsourced services to telecom operators. ATSL supports network development through Network Planning, Site & Power Acquisition, Site Infrastructure Development, System Installation and Commissioning. Additionally, the operation and maintenance of Telco networks can be optimized through our Managed Services portfolio. Further, as an organization that serves the complete scope of services, ATSL also offers specialized services such as Benchmarking and Asset Management." Web site: www.atsl.lk

Responsibilities/KPI:

- Leading & Managing Project team
- Giving technical support/guide and arrange training when necessary.
- Initiating, Planning, Executing, Monitoring, and controlling & Closing projects.
- Prepare weekly, monthly, and annually reports.
- Prepare site database with details for divisional usage.
- Assign Work Orders and team for work.
- Prepare budget daily, monthly, and annually (Top to bottom/Bottom-up/Analogue estimation methods).
- Prepare Invoices
- Satisfy all stakeholders expectations.
- Organizing Kick-off meeting and project status meeting

Consultant and Lecturer, *Skills International (Pvt) Ltd, Colombo, Sri Lanka, 2010 April to 2012 August*

"Skills International (SKILLS) is a multidisciplinary organization consisting of 3 major focus areas: training & assessment, consultancy & projects, and international services." Web site: www.skillsinternational.lk

Responsibilities/KPI:

- **Consultant** to the project of Teaching Learning Resources (TLR) on lesson preparation
- **Lecturer**, City & Guilds (UK) - Electrical, Electronics & Telecommunication Streams - Graduate Diploma (B.Eng.), Adv. Diploma, Diploma, Certificate Levels

Engineering Executive, Network Operation/Maintenance and Infra-structure developments, *Dialog Axiata PLC, Colombo, Sri Lanka, 2002 September to 2010 April*

"Dialog Axiata PLC (formerly known as MTN Networks and Dialog Telekom) is Sri Lanka's largest telecommunications service provider with the country's largest mobile network operator of 11.8 million subscribers and commands 50% of the Sri Lankan mobile market. Dialog is a subsidiary of Axiata Group Berhad which owns 83.32% controlling stake of the company while the public holds the rest." Web site: www.dialog.lk

Responsibilities/KPI:

- Responsible for Operation Maintenance work of BSC/BTS/OMC-R
- Alarm monitoring & escalation
- When on-call duty attends to breakdowns immediately
- Traffic observation & monitoring
- Attend shift duties according to shift roaster.
- Carrying out commissioning procedures when necessary

- Responsible for preparing other reports when required.
- Executive the relevant ISO procedures on-site visits Breakdown and Modification
- Maintaining all sites related documents securely & all original documents should be separated to avoid unnecessary handling.
- Submitting weekly progress reports regularly.
- Escalate any delay & issues related to the Site Acquisition process to the management.
- Maintain database for all approval status, TRC applications & highlight any delays to the respective officers and the superiors.
- Proper handling of company petty cash settlements in time & maintaining of necessary reports.
- Preparation of site owner's database with relevant details

PART-TIME EXPERIENCE

Senior Visiting Lecturer, CADD Centre Lanka (Pvt) Ltd (CCL), Colombo, Sri Lanka, 2013 October to 2018 February (Part-time)

- Courses: **Diploma in Project Planning & Management, MS Project, Primavera P6, PMP & CAPM (PMI – USA)**

Online Lecturer, Kensley Graduate School, Colombo, Sri Lanka, 2021 Feb to Present (Part-time)

- OTHM Level 7 PGDip in **Project Management & Hospitality and tourism Management**

Visiting Lecturer, European Nation Campus (ENC), Colombo, Sri Lanka, 2021 Feb to 2021 August (Part-time)

- EduQual Level 7 PGDip in **Accounting & Finance**

Consultant & LAPT Certified Trainer, London Academy of Professional Ltd. (LAPT), London, UK, 2021 March to Present

- LAPT Certified Trainer (Online Virtual Trainer – VILT) – **Project Management** and other courses

Visiting Lecturer, ICBT Campus, Colombo, Sri Lanka, 2020 February to 2021 February

- Course: **MSc in Project Management** (Cardiff Metropolitan University, UK): Project Management Innovation, Management of Mega and Complex Project, and Risk Management.

Wealth Planner's Manager, AIA Insurance Sri Lanka Ltd., Colombo, Sri Lanka, 2021 February-Present (Digital platform)

- Identifying new business opportunities, set up meetings and prepare sales presentations to potential clients, and track accounts' sales performance and profitability.

Competency-Based Assessor, Tertiary and Vocational Education Commission (TVEC), under the ministry of youth affairs & skill development, Colombo, Sri Lanka, 2013 June to Present

- National Vocational Qualification (NVQ) System & RPL System (level 1 - 6) (License no: CBA/1439/2013). Web site: <http://mail.tvec.gov.lk/English/index.htm>

Visiting Lecturer, Technical College, Sammanthurai, Sri Lanka, 2001 April – 2011 June

- Course: **National Certificate in Technology (NCT) – Electrical and Electronics Engineering** 3 years part-time.

EDUCATIONAL & PROFESSIONAL QUALIFICATIONS

- **Master of Business Administration (MBA - General)**, University of Wolverhampton – UK (2015/17). *Relevant papers include* Marketing Management, Leading Transformation

& Change, Operations Management, Independent Business Analysis Project, Accounting & finance management, Strategic management, and Managing Human Resources.

- **Certified Management Accountant (CMA)**, The Institute of Certified Management Accountants (ICMA), Australia (2017/18). *Relevant papers include* Financial Management, Financial Statement Analysis, Strategic Cost Management and Strategic Business Analysis.
- **Master of Science in Project Management (MSc – Project Mgt)**, Asia-e University, Malaysia (2014/15). *Relevant papers include* Project Management Theory and Practice, Project Management Standards/Tools & technique, Project Organization/Governance & Strategy, Interpersonal Skills in Project Management, Leading and Managing Project Teams, Business Research Methodology and Research Project.
- **Diploma in Technology Engineering (DTech - Electronic Engineering)**, Open University of Sri Lanka (1994/2000).
- **Executive Diploma in Business Administration (EDBA)**, University of Colombo, Sri Lanka (2013/14). *Relevant papers include* Managerial Economics & Business Statistics, Marketing Management, Management Accounting, Management Process & HRM, Commercial & Industrial Law, Decision Theory and Executive Report.
- **Certified Insurance Professional**, Insurance Regulatory Commission of Sri Lanka (IRC SL), Sri Lanka, 2021
- **Project Management Professional (PMP)**, Project Management Institute, USA (2009).
- **Professional in Business Analysis (PBA)**, Project Management Institute, USA (2016).
- **Certified Global Business Analyst (CGBA)**, Australia (2018).
- **Certificate in Lean Six Sigma**, Project Management Institute, USA (2017).
- **Professional in Project Planning & Management (PPPM)**, CADD Centre, India (2013).
- **Training of Assessors for Competency-Based Assessment (Registered Assessor)**, University of Vocational Technology, Sri Lanka (UNIVOTEC – 2013 & 2016).

MEMBERSHIPS

- Project Management Institute (PMI – USA) - Membership ID: **4517730**
- The Institute of Certified Management Accountants (ICMA- Australia) – Membership ID: **MID-034240**
- Certified Global Business Analyst, Australia - Membership ID: **MID-034240**

ACHIEVEMENTS

- Won the national award (Excellence), CAAD Centre Lanka (Pvt) Ltd, Colombo, Sri Lanka, National Award Ceremony 2016
- Certificate of Appreciation, SFS Academy (Pvt) Ltd, Colombo, Sri Lanka, Annual Award Ceremony 2015/2016.
- MDRT (Million Dollar Round Table) achiever, AIA Insurance Lanka Limited, Sri Lanka, 2021

NON-RELATED REFEREES

- **Dr. Madhu Fernando, Director/CEO,**
Innova Strategies (Pvt) Ltd (PMI – USA R.E.P in Sri Lanka)
Mobile: (+94)0714447447; e-mail: madhu.fernando@innovastrategies.com
- **Mr. Sanjeewa Guruge, Senior Assistant Director,**
Central Bank of Sri Lanka.
Mobile: (+94)0714433130; e-mail: sjkg@cbsl.lk