Aasim Safeer

Project Manager | Lead Project Coordinator

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Proactive Project Manager & Coordinator with experience supporting senior leadership and driving cross-functional projects. Skilled in managing timelines, dashboards and executive documentation while liaising with internal and external stakeholders. Key contributor to digital solutions like the Poul3y App, handling UI/UX, project tracking and multi-team collaboration. Adept at risk management, agile execution and maintaining confidentiality, committed to ensuring smooth operations and timely project delivery.

SKILLS

Technical Skills	Managerial Skills
• Agile & Scrum Methodologies	• Project Management & Coordination
• Timeline & Task Tracking (Jira, Asana, Trello, Notion & Click-up)	• Cross-Functional Team Collaboration
• Workflow Optimization & Process Improvement	• Executive Support & Stakeholder Management
• Data Analysis & Reporting	• Administrative Planning & Documentation
• Digital Project Delivery (Mobile Apps, Website, UI/UX)	• Risk Identification & Problem Solving

PROFESSIONAL EXPERIENCE

Project Manager & Coordinator

Organization: Creative Engineering & Management Services
Duration: August 2024 – Present
Achievements:
- Led end-to-end development of a mobile application and website, from vendor selection to final delivery, ensuring alignment with company goals.
- Researched and shortlisted software companies evaluated proposals and coordinated contracts for app development.
- Managed all project phases including UI/UX approvals, feature reviews and multi-team collaboration.
- Oversaw timelines, tracked progress, identified risks and implemented solutions to keep projects on schedule.

- Acted as the primary liaison between internal stakeholders and development teams, facilitating clear communication and timely decision-making.
- Successfully drove the project independently after handover from the company, leading meetings, monitoring progress and ensuring delivery quality.

Project Coordinator

Organization: Creative Engineering & Management Services
Duration: May 2023 – July 2025
Achievements:
- Managed daily task assignment and tracking for a cross-functional team to ensure clarity and accountability.
- Delegated tasks assigned by the CEO to team leads and members, monitored completion and followed up daily to keep projects on track.
- Reviewed team progress and reported performance to CEO, enabling data-driven decisions and operational efficiency.
- Guided team members to manage their own tasks, encouraged independence and improved overall accountability.
- Facilitated communication and follow-ups across multiple platforms, streamlining workflow and reducing delays.
- Built and maintained a sustainable system to track performance, optimize productivity and allow leadership to focus on strategic priorities.

Project Coordinator | Website Redesign Project

Organization: SAS Engineering
Duration: November 2025 – December 2025
Achievements:
- Served as the primary liaison between the client and development team, translating requirements into actionable design and development tasks.
- Coordinated and provided all necessary resources, including images, content, and reference materials, to ensure seamless project execution.
- Maintained project timelines, monitored progress, and integrated client feedback to guarantee the final website aligned with expectations.
- Facilitated effective communication between stakeholders, reducing delays and ensuring smooth workflow throughout the project lifecycle.

Final Year Project

Poul3y – Digital Poultry Management Application

University:	**City University of Science & Information Technology**
Duration:	October 2024 – June 2025
Achievements:	• Collaborated with a teammate to conceptualized, designed, and developed the Poul3y App, a digital platform aimed at modernizing poultry industry management through real-time data access, disease tracking, and resource planning.
	• Managed all phases of the project lifecycle from user requirement gathering to UI/UX design, development, and testing using Flutter and GitHub.
	• Conducted stakeholder interviews and field research to align app features with real-world needs.
	• Reduced development time by 15% through efficient sprint planning and collaborative coding practices.
	• Successfully deployed a pilot version, with 50+ users testing functionality in real market scenarios.

MAJOR REPORTS / RESEARCH WORK / BUSINESSES

Worked	Achievements
CruzeX – Autonomous Vehicle Technology Research - Final year project - Support class fellow	• Providing support in the development of the Self-Less Driving Car final year project, focused on autonomous vehicle technology. • Actively involved in research, design and implementation of critical project features. • Collaborating closely with the project team to ensure timely achievement of project milestones. • Assisting in identifying and resolving technical challenges during development. • Gaining hands on exposure to cutting-edge automotive technologies. • Strengthening problem-solving skills and enhancing cross-functional collaboration and project management abilities.
**Business Auditor	CEMS** - July, 2024	• Conducted field audits for partner shop owners to verify inventory and sales records. • Ensured company investments and revenue were accurately accounted for identifying discrepancies. • Prepared reports on findings for management, supporting financial accountability and operational decision-making.

EDUCATION & CERTIFICATIONS

- **Bachelor of Science in Computer Science (CS)** | City University of Science & Information Technology, Peshawar, 2021 – 2025
- **Diploma in Information Technology** | Export IT & Solution
- **MS Office** | Coursera
- **Create A Mockup in Figma** | Coursera
- **Create IT Diagrams with Lucid chart** | Coursera
- **Foundations of Project Management** | Coursera

LANGUAGE

- Pashto native language
- Urdu speaking, reading, writing
- English speaking, reading, writing