

**AWAIS ALAM KHAN**  
MSc MIS (UK), MBCS (UK), MBA MIS (Pak)

**Summary of Qualifications**

I have obtained Master of Science in Management of Information Systems (MSc MIS) from Glasgow Caledonian University in the UK. I have Master of Business Administration qualification from Institute of Management studies, University of Peshawar, Pakistan. I have obtained Bachelor of Science (Honours) (BSc Hons.) degree from Agricultural University of Peshawar

**Areas of Interest**

Due to working in different sector, I have developed interest in different areas of knowledge and skills such as; performance management, information systems management, strategic information systems, strategic management, intellectual capital management, knowledge management, quality management, e-Business, e-governance, management systems, project management, sustainable development, local governments, public policy, corporate social responsibility and themes associated with these areas.

**Skills Profile**

- Experience of working in a diverse group of organisations including public sector, private sector and voluntary sector.
- Skilled in developing various performance management tools.
- Effective performance within a team environment and the ability to recognise and utilise individuals' contributions in group processes; team selection, delegation, development and management. Ability to take responsibility for self and others and willingness to care/empathise.
- Adept in planning time effectively and working under pressure and to deadlines.
- Skilled in problem solving and decision making (establishing criteria, using appropriate decision techniques including identifying, formulating and solving business problems; the ability to create, identify and evaluate options; the ability to implement and review decisions).
- Proficient in understanding the business strategy and aligning IS/IT strategy with the business strategy, thus adding value to the organisation.
- Capable in understanding the intellectual capital and intellectual assets of the organisations, their measurement and management.
- Skilled in business analysis and understanding the requirements of the users.
- Experience of managing groups/teams and ethical issues in management.
- Skilled in organisational learning and developing the knowledge management strategies and systems.
- Expert in assessing the organisational IT training needs and consulting, researching and managing larger teams.
- Proficient in information and knowledge scanning and organising data, abstracting meaning from information and sharing knowledge.
- Experienced in managing projects within the cost, time and scope/quality domains. Have worked in project teams and lead such teams to achieve the project objectives.
- Knowledgeable in different project management methodologies (PRINCE2, PMP).
- Efficient in developing different strategies regarding communication with stakeholders and developing consensus, using different tools such as Soft System Methodology and other socio-technical approaches.

## Academic Qualification

### **Master of Science in Management of Information Systems in 2007 from Glasgow Caledonian University in the United Kingdom (UK)**

A deepening specialist degree that has imparted the knowledge and understanding of the mechanisms of business and business processes, coupled with an in-depth education on how information, systems and information systems can be analysed, designed and implemented into a business enterprise to facilitate organisational transformation and change when helping to achieve corporate goals and targets

### **Master of Business Administration in Management Information Systems in 2000 from University of Peshawar in Pakistan**

A degree in business studies that has given me the understanding of, management and its different avenues such as, marketing, finance, accounts, project planning and accounting and enhanced my personal and management competencies to understand, lead and respond to change in corporate, public and voluntary organisations with special emphasis on Information Systems role in the organisations.

## Professional Experience

### **Institute of Management Sciences (Pakistan)**

**Sep 2008-till Date**

#### **Working as Lecturer**

Institute of Management Sciences is a leading business school in NWFP.

- Teaching different courses related with management, marketing, business and strategy, e-banking, policy analysis and corporate governance, to postgraduate level students.
- Supervising research projects of students at undergraduate and postgraduate level.

### **Worked as Entrepreneur (United Kingdom)**

**April 2008-Aug 2008**

Established my own business in the United Kingdom

- Done business with best MNCs in the Oil & Gas industry in the UK, UAE and KSA.

### **ASDA (United Kingdom)**

**Mar 2007-Mar 2008**

#### **Worked as Assistant Manager Customer Services**

Asda is one of the largest retail companies in the UK.

- Worked as assistant manager in customer services and as a member of a team which was working in areas of organisational performance management, operations management, and knowledge management to improve the efficiency of the teams.
- As customer services manager lead the customer services department, selecting/planning/implementing and evaluating the sales targets in a highly dynamic environment also developed different promotional campaigns and linkages with different local schools.

### **National Database & Registration Authority (NADRA) Pakistan**

**Sep 2002-May 2006**

#### **Worked as Assistant Director**

IT oriented public sector organisation in Pakistan.

- Major responsibilities included operations management, project management, business analysis, contracting and procurement, resources management and customer relations.
- Managed teams of employees at different locations in the organisation and worked as head at district level.
- Worked in team responsible for knowledge management strategy and IS/IT strategy, for the organisation, providing direction for the change.
- Managed different IT projects from proposals to handing over the products.
- Developed a technical support team to manage crisis situations, which may involve complex technical hardware or software problems.

- Also conducted IT audits in the various field offices and was involved in talent hunting and managing talent to keep the organisational IS/IT needs.

**Swabi SCARP-ADC Project**

**Aug 2001-Jul 2002**

**Worked as Intern and later as Programme Officer**

ADC was a component of Swabi SCARP Project for the improvement of infrastructure and economic uplift of the area

- Lead a team of professionals for the project management and dialogue with the stakeholders for community development programmes and monitoring and evaluation of the project and post project audit /evaluation.
- Worked on M&E and issues related with the learning organisations and knowledge management.
- Also responsible for planning, developing and implementing the ICT budget, obtaining competitive prices from suppliers where appropriate, to ensure cost effectiveness.
- Developed Knowledge management and OL strategy which helped in reducing the training period for HR, thus enhanced the overall efficiency of the organisation.

<b>Additional Professional Qualification and Memberships</b>
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| <ul style="list-style-type: none"> <li>▪ Professional member (MBCS) of British Computer Society (BCS), UK</li> <li>▪ Member of BCS Business Information Systems Specialist Group</li> <li>▪ Member of BCS Special Interest Group (SIG) on Project Management</li> <li>▪ Member of BCS Information Security Specialist Group (ISSG)</li> <li>▪ Member of BCS Information and Technology Training Specialist Group</li> <li>▪ Member of Association for Project Management (APM), UK</li> <li>▪ Obtained trainings in operations management, people management and quality management during the jobs</li> </ul> |
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<b>Technical Skills</b>
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| <ul style="list-style-type: none"> <li>▪ Competent in using Microsoft Project and other Microsoft office software</li> <li>▪ Proficient in developing websites in Macromedia Dream Weaver</li> <li>▪ Skilled in developing performance measurement systems</li> <li>▪ Adept in project management and strategic planning tools/methodologies</li> </ul> |
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