

Azeem Salim

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Education

MA. Arts

University of Punjab, Lahore- Pakistan
2001 - 2004

B.Com. Commerce

University of Punjab, Lahore- Pakistan
1999 - 2001

Certifications

Microsoft Systems Certified Engineer

PMP and Prince 2 Certified

The 7 Habits of Highly Effective
People- Signature Program

Skills

- Strategy & Governance
- Organizational Change
- Project Management
- Learning & Development
- Technical Aptitude
- Business Acumen

Professional Experience

Director of Operations |Sept 2018 – Present

Finnve Oy- Helsinki, Finland

- Defining, implementing and revising operational policies and guidelines for the organization.
- Developing and executing new growth directives.
- Working with the human resources department to create job descriptions, hire competent personnel and oversee training programs.

Business Development Manager |June 2015 – Aug 2017

Gulf Recruitment- Doha, Qatar

- Identifying trend setting ideas by researching recruitment industry and related events, publications, and announcements.
- Closing new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.
- Led various recruitment drives for Qatar Airways, Qatar Aviation and Catering services recruiting over 1000+ workers across 5 countries in the MENA region.

Project Manager |Dec 2013 – March 2015

Systems Pvt Limited – Lahore, Pakistan

- Achieving operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Meeting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Enhancing department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Successful deployment of OneLoad application (www.oneloadpk.com)

Billing Specialist|April 2006 – August 2010

Emirates Integrated Telecommunications Company- du- Dubai

- Managing, Compliance of Revenue/ Business processes & policies
- Ensuring cross functional departments are aligned and updated on existing processes/ policies.
- Completed successful migration of 25,000 plus Fixed Services customers (Consumer) from Oracle to BSCS-LHS billing systems
- Implementation of End to End Trouble Ticket Handling process on Siebel 7 CRM