

Mobile: (08) 8132 8280

Email: smirza12@andrew.cmu.edu

Website: <http://au.linkedin.com/pub/shoaib-mirza/39/517/856>

Address: 85 Franklin Street, Adelaide, Australia

CAREER OBJECTIVE

To seek a middle level position in a dynamic organization wherein I can substantially contribute towards organizational growth and simultaneously achieve personal development.

SKILLS SUMMARY AND EXPERIENCE

I'm specialized in public policy, economic development and financial management, and am highly skilled in business development, operational advisory and brand representation. I possess sharp analytical skills by virtue of professional experience and academic qualifications which includes both qualitative and quantitative aspects. I also possess strong leadership qualities by virtue of military training and background which gives me a leading edge over others

EMPLOYMENT HISTORY

Institute of Business Administration (IBA), Karachi, Pakistan

Assistant Manager Career Development Centre (July 2010 - December 2010)

- Streamlined policies, procedures and designed new systems
- Lead the department through the change management and business process re-engineering phase
- Implemented innovative marketing techniques involving social media marketing
- Implemented innovative marketing techniques involving social media marketing
- Designed new communication channels which made use of latest mobile technology
- Developed and implemented an online system integrated with institutes ERP software which linked the department with all major stakeholders
- Achieved 100% results on agreed deliverables in half year plan

Pakistan Navy

Lieutenant (July 2002 - May 2009)

- Involved in strategic and operational planning as Operations Officer
- Served as information warfare officer and information technology officer
- In-charge service correspondence as communication officer
- Delivered various high level presentations to top brass including Defence Minister
- Member Budget development team and monitoring unit cash flows including quarterly Audit committees

EDUCATION

Carnegie Mellon University, Australia

MS Public Policy and Management (MSPPM) (Present)

- Specialized in Public Policy, Financial Management and Economic
- Awarded with Public Policy and Management Award (85% merit scholarship)

Shaheed Zulfikar Ali Bhutto Institute of Science and Technology, Karachi, Pakistan

Masters of Business Administration (MBA) (May 2010)

- Specialized in Financial Management, Financial Risk Analysis and Brand Management

- Secured consecutive merit scholarships throughout the five semester track with a CGPA of 3.83 on a 4.0 scale (Winner of Academic Gold Medal & Corporate Gold Medal).

National University of Science and Technology, Karachi, Pakistan**B. Sc. Engineering Sciences** (December 2006)**PROFESSIONAL PROJECTS****Consultant**, Renewable Energy Project South Australia Government (August 2008 - May 2010)

- Conduct research and analysis of decentralised energy models developed by jurisdictions other than SA
- Carry out economic analysis of decentralised energy with increased levels of intermittent renewable energy generation

ACHIEVEMENTS/ACTIVITIES

- Public Policy and Management Award – Carnegie Mellon University
- Secretary Student Representative Society – Carnegie Mellon University
- Member SIFE team – Carnegie Mellon University
- Secretary Student Representative Society – Carnegie Mellon University
- Academic Gold Medal MBA – SZABIST
- Academic Gold Medal MBA – SZABIST
- Corporate Gold Medal MBA Brand Management – SZABIST

ADDITIONAL SKILLS

- Proficient at the use of Microsoft applications including MS Word, MS Excel, MS Powerpoint, MS Access and MS Outlook
- Proficient in using statistical software Minitab
- Proficient in using Peachtree accounting software
- Fluent at speaking English, Urdu and Punjabi

PROFESSIONAL REFERENCES

- Associate Professor Finance and Economics, Carnegie Mellon University, Australia
- Associate Professor Finance and Economics, Carnegie Mellon University, Australia
- Director Human Resource, Institute of Business Administration, Pakistan
- Commanding Officer, Pakistan Navy

HONORS

- Bronze Bamboo Scholarship by NCTU, Top 1.5% of Students who majored in Science