

Khairul Azhar

IT Project Manager



SUMMARY

- **Competent Project Manager with 9 years experience in IT Project Management. Responsible to ensure the successful of project execution to meet prioritized objectives in safety, quality, cost and schedule.**

SKILLS

- Project Management
- Budgeting and Cost Analysis
- Risk and Issue Management
- Communication Management
- Stakeholder Management
- Procurement Management
- Resource Management
- Scaled Agile Framework
- IT Infrastructure Project
- Security and Controls
- BCP and Disaster Recovery
- Continuous Improvement

OTHER SKILLS / CERTIFICATION

- IT Infrastructure Library (ITIL) – ITIL Version 3 Foundation
- Project Management Fundamentals.
- Agile in Project Management.
- Conflicts Management.
- Strategic Negotiation For Effective Results.
- Project Management with Microsoft Project.

EXPERIENCE

• PROJECT MANAGER • ExxonMobil Global Business Center

May 2018 – PRESENT

- Manage project teams to ensure a quality control throughout project life cycles according to predetermined cost and schedule.
- Managed all aspects of each project stages, including issues tracking, risks mitigation plan and communication plan.
- Enforced alignment of project strategy with business impact and objectives.
- Developed and established the Management of Change components including training, communication plan, testing plan, production roll-out plan and support plan prior to production cut-over.
- Assisted in training and mentoring less experienced Project Managers to provide early guidance and support.

Key Achievements

- Led a team of 15 technical experts from various technical group (SharePoint, Windows, VMWare, Storage, SQL DBA, Applications Developer) to successfully migrate the End of Life SharePoint environment to supported environment. Developed together the detail roll-out plan to minimize the impact to the business.
- Successfully led a team of VMWare subject matter expert to roll-out vRealize Operations (vROps) to replace the existing tool for monitoring and capacity management.

• INFRASTRUCTURE PROJECT MANAGER • HeiTech Padu Berhad

Dec 2016 – April 2018

- Managed project management activities such as project schedule, resource management, project proposal work, project cost, procurement, risk management and other related project task
- Managed stakeholder relationships to successfully solve complex technical issues resulting in minimized business impact and increased business satisfaction.
- Facilitated and managed vendor selection and evaluation on the performance to ensure delivery in line with contractual obligations and performance metrics.
- Facilitated the Penetration Test activity for newly provisioned host and network in line with Bank Negara Malaysia requirements.
- Developed and established BCP and DRP for the restoration of business critical applications.

Key Achievements

- Successfully led a team from various technical group to complete the upgrade of new ASB system and relevant components for PNB Malaysia.
- Managed the technology refresh of the infrastructure components for BSN. Led the effort to migrate the old infrastructure including application re-hosting.

EDUCATION

2006 – 2009

University Malaysia
Terengganu

Bach. Degree of Information
Technology (Software
Engineering)

Contact

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Referrals

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Muhammad Afzal Bin Zakaria

Senior Lead Project Manager

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• PROJECT MANAGER • T-Systems Malaysia Sdn Bhd

Feb 2013 – Nov 2016

- Managed IT Project up to medium scale specifically for client (Shell IT) and internal project (T-Systems).
- Managed project management activities such as project schedule, resource management, risk management and other related project task.
- Managed project implementation covering strategic relationship with client, consultants and monitor the performance of the team and implement improvements to attain targets.
- Worked closely with the resources to develop, design and implement program activities in line with the vision, mission and objectives of the project.
- Organized project reviews with the Project Management team and highlight issues with project which warrants their assistance or decision as well as proposal for improvement plan.
- Worked closely with PMO team and Project Proposal team for related project scope work and project proposal for customer.

Key Achievements

- Successfully delivered Open Share Remediation project to address Cyber Security risks.
- Successfully delivered Secure Cell v2 to replace classic servers to VMs to host Shell Global critical applications.

• WINTEL SYSTEM ENGINEER • T-Systems Malaysia Sdn Bhd

June 2009 – Jan 2013

- Performed provisioning process for new assets into the productions environment.
- Ensured security compliance for all provisioned servers meet all standard configurations.
- Performed testing on new approaches, scripts and products and provide input to engineering.
- Updated all asset records accordingly in Asset Management tools as required.
- Performed technical analysis and identify technical issue on Operating Systems level specifically to minimize operations complexity.
- Proposed initiatives towards improvement of efficiency in operations and implement resolutions as appropriate.
- Prepared root cause analysis and reporting to identify and document the root cause of a problem in order to create effective corrective actions that will prevent that problem from recurring.
- Participated in vendor management engagements to ensure vendor related tickets are progressively worked internally and externally.

Key Achievements

- Successfully migrated business critical servers to mitigate cyber-security risk due to End of Life environment for Shell IT (~200 servers in 3 regions).
- Received a clint award from Shell IT for successful Wintel Project in 2012.

KHAIRUL AZHAR

IT PROJECT MANAGER

DEAR HIRING MANAGER

I am writing a letter of interest in regards to the position in your company. I would be interested in learning more about the company and available opportunities, so I have enclosed my resume for your consideration.

I am an adaptable professional who has been consistently praised as adaptable by my co-workers and management. Over the course of my 10-year career, I've developed a skill set directly relevant to my current role as a Project Manager. Overall, I have consistently demonstrated management, planning, and teamwork abilities in every aspect of Project Manager role in ExxonMobil Global Business Center.

I look forward to speaking with you to discuss how my experience and abilities match your needs. Please contact me at (+60)163230400 or via email at khaiaz.js@gmail.com to arrange for a convenient meeting time.

Sincerely,

Khairul Azhar Jaafar Sidek