

SAMAR REHMAN ABBASI

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Education

ABASYN UNIVERSITY, ISLAMABAD CAMPUS

MS Project Management

2022-2024

PUNJAB UNIVERSITY

Masters (Political Science)

2013-2015

PUNJAB UNIVERSITY.

B.Com

2010-2012

Professional Experience

Federal Ministry of Science & Technology

Islamabad, Pakistan

Government body steering science and technology policy across Pakistan

Computer Operator (PPS-5) | Acting Assistant Director (P&D)

April 2018 – Present

In my dual capacity, I manage both operational tasks and strategic planning within the Planning & Development (P&D) department. Formally appointed as a Computer Operator under the PSDP Development Project and additionally serving as Acting Assistant Director (P&D), I oversee key initiatives, ensure effective oversight of the Ministry's development portfolio, and foster cross-agency collaboration.

Key Responsibilities:

- **Portfolio and Project Management:** Supported the oversight of above 35 development projects valued at PKR 34.22 billion, ensuring compliance with guidelines and timelines through desk monitoring and risk analysis, while providing strategic recommendations to enhance project performance.
- **PSDP Budget Preparation:** Played a key role in preparing and coordinating Public Sector Development Programme (PSDP) budgets and reports, exceeding PKR 7 billion for over 35 projects, while ensuring documentation accuracy and facilitating timely project funding and approvals.
- **Project Proposal Appraisal:** Evaluated approximately 50 project proposals (PC-Is and PC-IIs) annually, assessing their compliance with organizational mandates, policy guidelines, formatting standards, cost accuracy, and business case validity. Provided actionable insights that facilitated approval by key decision-making bodies, including DDWP, CDWP, and ECNEC, ensuring alignment with national priorities and objectives.
- **iPAS System Management:** Managed the Intelligent Project Automation System (iPAS) to streamline Public Sector Development Programme (PSDP) processes for about 50 project proposals annually, enhancing budget tracking and funds management, and improving processing times and submission accuracy.
- **Stakeholder & Cross-Agency Coordination:** Established and strengthened relationships with 16 executing agencies, alongside key government stakeholders such as the Planning Commission and Finance Division. Facilitated efficient collaboration, streamlining project reviews and accelerating approval processes to enhance project outcomes.
- **Administrative, HR & Protocol Support:** Assisted in HR and administrative matters within the P&D Wing, including staff record maintenance, documentation of project personnel, and handling official communication. Supported high-level meetings and visits by preparing briefs, managing correspondence, and ensuring protocol compliance.
- **Reporting & Documentation:** Compiled and refined reports for senior government bodies, including the National Assembly, Senate and Prime Minister's Office, ensuring clarity, precision, and adherence to governmental standards.

Pakistan Tourism Development Corporation (Head Office)

Islamabad, Pakistan

National Corporation focused on promoting and developing tourism in Pakistan

Gained valuable experience supporting the Accounts Department under the Prime Minister's Youth Training Scheme, focusing on financial accuracy and efficient administrative management.

- **Financial Operations Support:** Supported the processing of financial transactions, contributing to the accuracy and compliance of departmental records in line with internal policies.
- **Administrative Support:** Assisted in record-keeping, organized essential documentation, and provided logistical support, enhancing workflow efficiency.
- **Professional Development:** Acquired foundational skills in financial and administrative management, strengthening analytical and organizational abilities through hands-on involvement.

Additional

CERTIFICATIONS

- **Diploma in Project Management with PMP Exam Preparation** – Pakistan Institute of Management, 2024
- **Agile Project Management** – Google/Coursera, 2024
- **Certified Microsoft Office Specialist: MOS Word 2013** – Microsoft, 2017
- **MS Office (Word, Excel, PowerPoint)** – Govt. Technical Training Institute, Kohati Bazar, Rawalpindi, 2017

TRAINING

- **Project Proposal Writing** – AHK-NCRD, 2023
- **Hands-On Training:** Intelligent Project Automation System (iPAS) – Planning Commission, 2023

TECHNICAL SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Intelligent Project Automation System (iPAS): Expertise in managing project submissions and tracking processes

INTERESTS

- Professional Development, Management, Strategic Planning, Continuous Improvement