

[REDACTED], Chestertown, MD 21620

Contact: [REDACTED]

E-mail: [REDACTED]

Project Management ~ Psychological Operations ~ Consultancy

9+ years' rich experience in delivering optimal results & business value in high-growth environments

Demonstrated professional excellence in project planning, scheduling, monitoring, supervision, and execution of projects without incidences of time/cost overruns. Successfully integrate solid management, personnel leadership, and expertise in pursuit of bottom-line goals and objective. Key competencies in different tools and skills relative to the construction trades and spearheaded projects/programs from the ground up. Core strengths in project implementation and monitoring, institutional development, capacity building, preparation of training modules and process documentation. Proven expertise in assessing training needs in the command and arranging training sessions to keep skill-level of the men up-to-date with global standards. Exceptional communication, administrative, motivating skills, and ability to work singly or in a team. Meticulous approach with super planning, team management & presentation skills; computer literate with good knowledge of Ms-Project. Secret (inactive) with SCI clearances.

PROFESSIONAL VALUE OFFERED

Strategic Management	Planning/Implementation	Psychological Operations	Project Management
Cross Functional Coordination	Presentation/MIS	Operations Management	SOP/Budgeting
Training & Development	Construction Management	Recruitment/Negotiation	Intelligence Activities
Multicultural	Security/Administration	Resources Management	Program Evaluation
Public Relations/Liaisoning	Capacity Building	Airfield Operations	Team Leadership

PERFORMANCE MILESTONES

- Having credential of directing simulation of training events that included theme, actions, scripted characters, and props as pre-requisite for the training purposes of Special Operations Forces.
 - Credited for developing and implementing multi-pronged and multi staged program to achieve the goals and objectives set forth by USAID regarding the FIRUP Program.
 - Distinction of conducting multiple presentations, and briefings, to high ranking military and government officials of U.S. and allied nations.
 - Titled as "Cultural Expert" to numerous Coalition Force Commanders.
 - Selected and deputed to serve the Tactical PSYOP Detachment (Airborne/Ranger), 9th Psychological Operations Battalion.
 - Played pivotal role in gathering information and intelligence during deployments in the form of HUMIT.
 - Nominated as an "Incident Controller" to respond to the crisis within the shortest possible time, and guide the staff to handle the crisis in safe and effective manner.
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CAREER PROGRESSION

Program Manager, [REDACTED] present

- Judiciously handled direct team of 50 (operations manager, IT techs, Admin staff, Finance staff, Transport, Airport & Logistics, Security, and Evaluation staff) and 6000 indirectly within the entirety of the USAID FIRUP program.
- Actively involved in the management, control, and security of the third largest civilian airfield in Afghanistan.
- Played pivotal role in the development of SOP for a safe and secure facility.
- Interfaced & coordinated with multiple liaisons and officials of Foreign Governments, Key Leaders, and Influential Parties in order to facilitate the approval, efficient, and timely implementation of projects.
- Holds the credentials of completing the projects within the current political, geographical, and cultural atmosphere of Afghanistan.

- Assumed responsibility for the procurement, development, and sustainment of resources and assets.
- Reviewed monthly project progress reports and also evaluated the deliverables and released monthly payments.
- Structured monthly project inputs to include in the program reports and successfully communicated with the counterparts to ensure successful management of projects.
- Implemented the concept of MIS reporting to update the Management on regular basis.
- Earned basic knowledge and operation of heavy machines and also implementation of different construction tools.
- Led & guided the team to ensure that all projects were completed on time within scheduled budget.
- Comprehension and assimilation of contractual obligations, rights, and scope of work. Engineered preparation of MOU's, Legal Drafting and other contractual documents.
- Structured annual operational budget for various projects, monitored expenditures and implemented control measures to contain expenses within defined limits.
- Associated closely in recruiting, mobilizing/demobilizing short-term consultants and long-term project staff.
- Proactively contributed in the preparation of presentation materials using appropriate technology/software.
- Monitored, provided guidance and prepared Evaluation tools to carry out at different levels of project implementation to patch up as well as to capacitate the manpower involved in project.
- Judiciously reviewed internal control procedures for operational systems, identified weakness and recommended improvement. Setting up and migrating accounts to computerized environment.

Psychological Operations Specialist, U.S. Army, Special Operations, 4th/5th/9th Psychological Operations Group, Ft. Bragg, NC, 2001 to 2005

- Earned rich cultural knowledge and awareness while assigned to the Chinese Detachment, 5th Psychological Operations Battalion.
- Efficiently liaised with other units/organizations for the execution of training events on both national and international levels.
- Closely monitored and coordinated assessments and selections of future individuals for the Tactical PSYOP Detachment and also local nationals seeking employment as interpreters for Multi-National forces.
- Handled management of facilities/infrastructure to ensure cost effective workability.
- Drove the initiative for positive control and situational awareness of classified information and sensitive items.
- Successfully participated in multiple deployments to a diverse number of countries.
- Proactively contributed in conducting direct negotiations with international officials in extreme and hazardous conditions.
- Associated closely with special operation forces, JSOC, USASOC, JSOTF, OGA, 75th Ranger Regt., Psychological Operations.
- Accomplished responsibility for the health and welfare of 14 interpreters during military operations.
- Organized various training sessions for the team to enhance their performance.
- Gained invaluable experience in the creation and development of projects/products as well as the creation, development, and implementation of assessments/ selection, indoctrination and training.
- Successfully interacted with high level and advised key leaders within US military as well as foreign country government entities.
- Contributed significantly in lowering general liability insurance.
- Responsible for all assets belonging to or in possession of company and laborers.

TRAINING/COURSES

- Multicultural Negotiations Certification, 2004
- USAF Special Operations Dynamics of International Terrorism Awareness Course, 2003
- Indonesian Language Course, Ft. Bragg, NC, 2002
- Psychological Operations Advanced Individual Training, Ft. Bragg, NC, 2002
- Airborne School, Ft. Benning GA, 2002

References and Verifying Documentation Furnished upon Request