
Ameel Zia Khan

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EXPERIENCE

Jan 2008 – May 2008

Melbourne Business School

Melbourne Business School is one of Australia's leading graduate business schools

Content & Governance Consultant

- Devised & implemented web strategy for a new organization-wide intranet portal.
- Conducted technical & business analysis, managed & migrated portal content, authored governance documentation, and authored & conducted user training.
- Completed all tasks to go live the week preceding the project deadline.

May 2007 – Sep 2007

Shell Australia

Shell is a global group of energy and petrochemical companies

Intranet Migration Coordinator

- Migrated and supervised the migration of multiple, distributed, independent intranet sites to one, central, global intranet portal platform.
- Liaised with departmental content owners to migrate a 2,000+ page intranet portal for one of Shell's largest refineries.

Sep 2004 – Jul 2006

Pakistan Development Gateway Foundation (PDGF)

Originally launched as a World Bank InfoDev project and now a division of the Sysnet Group, PDGF is an IT consulting firm working in the development sector of Pakistan

Manager Technology and Portal Services

- Managed all technology-related aspects of PDGF: conducted research, planned technology directions, and made & implemented technology decisions.
- Managed the Pakistan Country Gateway, a portal focused on the application of Information & Communication Technologies in Pakistan's development sector: installed, maintained, marketed, and authored content.
- Managed a disaster relief information portal created in the aftermath of a powerful earthquake that struck Pakistan in October 2005: researched, designed, maintained, marketed, and authored content. At the height of relief efforts, the site was getting over 12,000 visits per day.
- Planned, designed, and developed Pakistan's first grievance redress portal in collaboration with the Asian Development Bank's *Access to Justice Program* and as part of the Government of Pakistan's (GoP) e-government initiative.
- Researched, installed, and configured (mostly open source) software solutions for PDGF's clients and then trained employees to use them. Planned & helped implement clients' web content & technology integration strategies.

Sep 2003 – Jul 2006

The Princeton Review of Pakistan (TPRP)

The Princeton Review is a leading standardized test preparation company based in New York, USA; its Pakistan franchise is headquartered in Karachi

Sep 2003 – Sep 2004

General Manager, Islamabad

- Launched and managed the Islamabad branch of The Princeton Review (TPR): planned & implemented course schedules; recruited teachers; planned & executed marketing strategies; managed accounts; liaised with schools & universities (both administration & students).
- Helped cement TPR's position as the leading test preparation franchise in the city, training over 500 students annually.

Sep 2003 – Jul 2006

GMAT, GRE & SAT I Instructor (TPR Certified)

- Taught GMAT, GRE & SAT I (Math & English) classes.
- Delivered training to over 400 students over 2 years. Taught multiple courses and earned approximately 70% of the company's revenue during its first 6 months.

Oct 2002 – Sep 2003

Radio Buraq (RB)

A division of InterActive Communications (below), RB is an FM radio station network

Production Manager

- Assisted in overall management: conducted audience research; executed marketing schemes; helped plan broadcast schedule; conducted audio training for engineers & producers; managed recording studios & national audio repository.
- Managed RB website: designed, maintained, and authored content.
- Tested in-house digital asset management system for remote broadcast.

Nov 2001 – Oct 2002

InterActive Communications (IAC)

InterActive Communications is a telecommunications, media & software company

Software Engineer

- Helped design application architecture & develop components for in-house digital asset management and content management systems. Tested both systems.
- Interacted with clients to gather their website/intranet requirements, designed client-side systems using in-house software solutions.

Web Developer

- Helped develop a content strategy and site design (content, layout & graphics) for all websites managed by IAC. Created and maintained flagship sites.

Sep 2001 – Jul 2006

Thames Business School (TBS)

TBS is a franchise of Informatics Singapore, a leading education provider in Asia

Visiting Lecturer

- Taught the *E-Security* and *IT Management* courses as part of BBA-IT program. Continued to teach *IT Management* every other semester till 2006.
- Taught classes, created & graded quizzes, and graded midterm examinations & term assignments.

May 2000 – Jul 2001

Aurat Publication and Information Service Foundation (APISF)

APISF is Pakistan's largest non-profit women's rights organization

IT Consultant; Web Developer

- Designed, developed and implemented information management solutions using databases & the Internet for multiple programs and regional resource centers.
- Trained teams in the use & creation of databases, publishing documents on the Internet using various authoring tools, carrying out research on the Internet, and managing information electronically.

Aug 2000 – Apr 2001

SoftWeb Corporation, Pakistan (SWP)

SoftWeb Corporation is an IT consulting firm based in San Jose, USA

Senior Software Engineer; Manager Engineering

- Assisted in the design, development & delivery of all products and solutions.
- Conducted technical & non-technical interviews for all SoftWeb Corporation (USA) job applicants from Pakistan.

Sep 1998 – Jul 2000

Lahore University of Management Sciences (LUMS)

LUMS is Pakistan's highest ranked university

Aug 1999 – Jul 2000

Teaching Assistant; Research Assistant

- Held tutorials & help sessions. Created, administered and graded assignments, quizzes & examinations for undergraduate computer science courses.
- Carried out research assignments within computer sciences faculty.

Sep 1998 – Jul 1999

Team Leader, Teamweb

- Designed, developed & maintained the official LUMS web site.

EDUCATION

Sep 2006 – May 2008

University of Melbourne, Melbourne Business School

Masters of Business Administration

Aug 1996 – Jul 1999

Lahore University of Management Sciences (LUMS)

Bachelors of Science (Honors) – Major: Computer Sciences [Dean's Honor List]

Honours and Awards

- Recipient of Letter of Commendation from Dean, Melbourne Business School for *Managing People for High Performance*, *E-Commerce*, and *Negotiations* courses
- Recipient of Global Management Scholarship (full tuition scholarship) for MBA
- Recipient of merit-based partial scholarship for BSc
- Class Representative: winter 1997, autumn 1998 & winter 1998
- Alumni Class Representative, LUMS BSc (Honors) Class of 1999

PERSONAL

Skills & Achievements

- Excellent communication (written & oral) and organizational skills
- Experience in working for startup companies: have flexible work habits & timings, can work alone & in teams, manage people and meet (often unrealistic) deadlines; good at solving technical & non-technical problems
- GMAT score of 710 (94th percentile)

Extracurricular

- Former drummer and backing vocalist for Corduroy, an Islamabad-based English rock music band; co-producer of its debut album *The Morning After* (2003-2004)
- Manager, Noise Gate Productions, a record company created to manage, produce and market Corduroy (2004) as well as other musical events
- Chair, Education Committee, LUMS-ACM Chapter (1998-1999)
- Chief Editor, *Nexus*, LUMS-ACM Chapter Student Magazine (1998-1999)
- Systems Administrator, LUMS Student Server (1998-2000)
- BSc President, Publications at LUMS (PLUMS) (1997-1998)
- President, Alpha Hour (LUMS Extra-Extracurricular Club) (1997-1999)
- Member, LUMS Adventure Society (LAS); trekking, organizing (1998-2001)
- Member, Dramaline (LUMS Dramatics Society); acting, production (1999-2000)
- Member, LUMS Music Society; performing, production (1999-2001)

Interests

- Reiki (certified master practitioner & trainer)
- Music (drums, percussion, production), film, television, and radio
- Reading, writing, hiking/trekking, computer gaming, and technology