

MD SUFIAN SHARIF

+91 8499079329

pmsufian1@gmail.com

Hyderabad, India.



Profile Summary

A **PSM I certified (scored 96%)** and **9+ years** experienced project management professional with an excellent exposure in managing and delivering projects in the information technology services industry from the process of initiation till closure. Skilled in project scoping, resource planning, project scheduling, project costing, project management, project delivery, and client relationship & retention. Always find it interesting to evaluate, analyze, manage, and deliver projects on-time, within the scope, and budget. A decent professional postgraduated (**MBA**) from Osmania University, India.

Key Skills and Knowledge Areas:

- Project Management Skills – Coordinating, Executing and Delivering Projects. Managed and delivered different projects like HRMS, eLearning, Fixed Assets Management Software, Job Portals, Project Management Software, School Software etc.
- Stakeholder Management (Vendor, Client/Customer, Internal departments - Management and Team).
- Interact regularly with business users to determine their needs and to develop plans for improving delivery.
- Software Knowledge – Have managed different advanced and latest technology projects.
- Lead end to end project delivery of small to medium size and complex projects.
- Establish project plan/schedule and obtain customer acceptance.
- Experience in project scoping, resource planning, schedule and estimations, reviews and validations.
- Skilled in project execution, tracking and monitoring, costing and order management, documentation of concerned projects, billing and project closure with lessons learned.
- Creates processes to ensure end to end delivery.
- Build coalitions among the various stakeholders and create a sense of belonging and ownership among team members.
- Conveys goals and objectives clearly, listens effectively and clarifies information as needed.
- Make decisions and takes timely independent action in pursuit of priorities.

Professional Experience

- Presently working as a **Scrum Master** for **Fauzsoft LLC** (www.fauzsoft.com) since February 2015 (6 years).

Worked on different projects like HRMS, eLearning, Fixed Assets Management Software, Project Management Software.

Details of Project:

Fixed Assets Management Software: This Software includes modules like Administration Module, Fixed Assets Register, Fixed Assets Audit Module, Depreciation Module, Help desk Module, Tools & Parts, Stock & Consumables, Dashboard and Reports Module. We developed and delivered this software for a US Client.

The software had been developed in Java and Springs (Advanced Java) as back-end, Angular JS as front-end with MySQL Database.

Project Duration: 10 Months
Team Size: 5

We started the project by dividing it into sprints of 3-4 weeks and use to have daily scrum on present tasks and challenges and I made sure that transparency and focus should be maintained throughout the project by inspecting and adapting according to the outcome. We use to have an internal demo at regular intervals after completing a combination of 2-3 tasks for a particular functionality to make sure that we are on track as per the plan to have a good sprint review.

HRMS Project: Manged and delivered HRMS software that includes modules like Administration Module, Human Resource Module, Leave Management Module, Time and Attendance Module, Payroll Module, Performance Appraisal, Recruitment Module, Report Module, Business Intelligence Module. This project is also developed and delivered for the same US Client.

The software had been developed in .Net MVC 4.0 as back-end, Angular as front-end with SQL Database

Project Duration: 15 Months
Team Size: 8

As this project too is been developed and delivered in agile methodolgy(scrum). We followed rules of scrum regularly by focusing on values of scrum (courage, commitment, focus, openness and respect). All the events of scrum is been occurred as per the detailed plan made at every sprint.

As the project duration was long, I myself realised that to deliver a project within the scope and as per the plan, regular interaction and openness with respect plays a vital role.

Project Management Software: We developed and now maintain Project Management Software for a middle east client. This software is bilingual (English and Arabic). This software has been developed in Node. Js with NoSQL Database. It took 18 months with a team size of 14 to deliver the software successfully. The whole project was developed according to Scrum framework.

Obviously impediments were there in almost every sprint but I tried my best to work closely with the developers and product owner to remove those. Thereby we delivered the software as per the expectation of stakeholders.

To avoid the resume to be in more than 3 pages. Other project details can be discussed in the interview.

- Worked as **Project Manager** for Offshore Development Center in India for **Financials Nigeria Limited** (www.financialsnig.com) for 14 months from 1st December 2013 to 31st January 2015.
- Worked as **Business Development Associate** for **Buddhi Software Technologies Pvt Ltd.** for 2 years from 1st November 2011 to 15th November 2013.

Educational Qualification

- Master of Business Administration (MBA, Marketing) in first division from Osmania University, India– {June 2011}.

Extra Curricular Activities

- Passed Professional Scrum Master I(**PSM I**) exam with **96.3%** score.
- Completed **Agile in the Program Management Office** and **Business Continuity** courses on **pmi.org**
- Knowledge of **PMP** and **Digital Marketing**
- Semi-finalist in 'Young Manager' at Vasavi Business Management Fest
- Participation in quizzes organized by K circle at Indian School of Business (ISB)
- Participated in an All India Quiz organized by K circle on 2nd Oct 2010 in Indian School of Business (ISB)
- Active participation in public speaking and elocution competition
- Wrote two informative **articles** on **LinkedIn**:
<https://www.linkedin.com/pulse/do-your-basics-right-sufiyan-shareef-mba/>
<https://www.linkedin.com/pulse/things-do-startup-sufiyan-shareef-mba/>

Technical Experience

- Asana, Jira, MS Word, MS Excel & MS PowerPoint. Open Office & Libre Office
- 45-50 words per minute (Typing speed)

Strengths

- Honesty, trustworthy and hard working nature
- Quick Learner & Self Starter
- Strong motivator & respectful project management mind
- Interactive and easily get along with new people
- Believe that work should be done at the right time with smartness

Personal Details

Father's Name : Mohammed Subhan Sharif
Gender : Male
Nationality : Indian
Language proficiency : English, Arabic, Hindi, Telugu & Urdu.
Passport : K 0667264

Declaration:

I do here by declare that the above mentioned particulars are true to the best of my knowledge.

Place : Hyderabad, India.

Mohammed Sufian Sharif