

MD SUFIAN SHARIF

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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 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, 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