# HINA SHAIKH

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***ScrumMaster, PMP certified IT Project Manager with more than five years of successful delivery of complex, large scale IT infrastructure projects. Well versed in Agile and Waterfall methodologies. Decisive, action-oriented professional with strong interpersonal skills. Diverse global background in managing international teams and controlling multi-million dollar projects. Able to capitalize on Information Technology and Telecommunication Engineering background to add significant value to the organization.***

*Skills Summary:*

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| --- | --- | --- | --- | --- |
| *Project Management* | | *IT Project Lifecycle* | | *Value-Added Leadership* |
| * Project/Program Management | | * ISO, ITIL Standards | | * Team Building and Mentoring | | |
| * Cisco’s lifecycle for network design | | * Requirement Analysis * Business Analysis | | * PMO Set-up and Management | | |
| * Large Scale Network projects, Datacenter setups | | * Testing/QA/Rollout/Support | | * Client Relations and Vendor Management | | |
| * Risk/Contingency Management | | * Project Planning and Scheduling | | * Executive Presentations | | |
| * PM Tools – MS Project, Visio, Smartsheets and Enterprise Project Management (EPM) | | * Quality Management | | * Cross functional Supervision and Management | | |

**Professional Experience:**

**Continuing Life , March 2020 – Till date**

**Carlsbad, CA.**

***IT Project Manager***

IT Project Manager at Continuing Life, an advisory service provider for retirement communities specializing in Continuing Care Retirement Communities (CCRCs). Responsible for planning, managing and prioritizing multiple enterprise wide HIPPA compliant IT projects across all the communities and multiple sites in the state of California. Working closely and collaborating with community stakeholders, vendors, IT team members at multiple sites to ensure seamless delivery of project deliverables within the applicable scope and budget. Successful implementation of multi project site hardware and software migrations.

Current responsibilities include:

* Working directly with the Director of IT & Network Security to manage multiple concurrent network and software upgrades/migrations
* Partnering with Operations and IT project team members to ensure that project delivery aligns with business strategic objectives and priorities
* Monitoring and controlling the performance of project delivery based on established timelines
* Ensuring adherence to project schedules; monitoring aggressive project budgets; and resources allocations to avoid budget or schedule variances
* Leading progress update meetings with appropriate community stakeholders and, vendors, and IT staff to ensure project tasks remain on schedule for completion
* Working with development teams and vendors to manage project workflow, track and report progress.
* Developing and maintaining detailed project plan to include milestones, tasks, and target/actual dates of completion
* Successfully transforming teams to embrace new trends and technologies
* Managing individual and roll-up project budgets, resource plans, and risk mitigation strategies for IT and related projects

**Mannai Trading Co. - Networks & Telecom Division 2004 – 2013**

**Doha, Qatar**

***Project Manager, Networks & Telecom Division.*  Dec -****2008 – Dec 2013**

PMP Project Manager in an ISO 20001 certified organization; directed the successful implementation of several commercial IT infrastructure projects.

* Responsible and accountable for the coordinated management of multiple related projects directed toward strategic business and organizational objectives
* Built credibility, established rapport, and maintained communication with stakeholders at multiple levels, including those external to the organization.
* Managed the life cycle of the project from contract award to closing, implementation and commissioning.
* Coordinated with various internal and external units to effectively discharge Project Management duties and completion of project tasks.
* Acted as a liaison between the client and the project team during project implementation.
* Established and structured the project team
* Created and managed project plans, milestones and deliverables that ensured the delivery of the project components against specific deadlines.
* Managed the Project Scope, Resources, Issues, Risks, Budget and Communications
* Updated the project status and advised senior management on the project progress
* Managed the daily work and reports from technical leads and quality assurance of project deliverables.

***Network Engineer, Networks & Telecom Division* Dec 2004 – Dec 2007**

* Cisco Certified Security Professional
* Network Administrator for LAN/WAN configuration
* Provided Troubleshooting and Maintenance of Networks.
* Designed & Implemented LAN Management Systems.
* Projects / Contributions included:
  + Managed various enterprise projects that included:
  + Designing, Implementation and Commissioning of

LAN/WLAN/Security/WAN.

* + Planning, assigning, managing project resources and supervising daily work.
  + Installation and Configuration of Firewalls and other security devices.
  + Configuration and troubleshooting various Cisco routers & switches.

**Education**

* Master’s of Science in Project Management – University of Wisconsin, Platteville (Graduated in Dec 2016)
* Professional Certificate in Project Management – University of California San Diego Extension, San Diego, CA (Graduated in Dec 2015)
* Bachelor of Engineering (Electronics & Telecommunication) – 2001, University of Mumbai - Mumbai, India

**Certifications**

* Certified Project Management Professional (PMP# 1246991, Valid from 2008 till date)
* Certified ScrumMaster (CSM valid until 2021)
* Cisco Certified Security Professional (CCSP – From 2005- 2008)