Cover Letter

Hi Hiring Manager,

I am an experienced professional worked in software, security & infrastructure development projects for global corporates. I worked with distributed workforce across the globe delivering projects as per Agile, CSPO, PMP & Prince2 methodology. I am a certified Prince2 practitioner with very good knowledge of Agile methodology, PMP & Scrum. My education – BSc Computers & Professional certifications enabled me to understand the technology & deliver projects as per international standards consistently for my employers.

This is why I believe I would assist you to effectively achieve business success for your organization. My hard work, ability to learn and adapt quickly, self-motivating nature, ability to easily jell up with people puts me in a better position to solve problems for businesses & people.

I am sure you will find me creative, risk-taking, friendly & hardworking which I am sure will put to good use by your organization.

For Syed Irfan

Hyderabad, India

Irfan Syed

Syed Irfan

9550 130 573

Epitome

I am a protagonist with robust problem-solving skills and proven experience of 10 plus years in high-pressure and global work environment in project & program management. I am looking for an opportunity that challenges me & offers a great deal of learning and development.

Niche

PMP, Prince2, Agile, Scrum Master & Six Sigma
Project & Program Management
Team Building & Management
Product Development & Management
Service Delivery & Management

Story - Professional

Sotiotech
Oct 2019 to present - For Info-Security, SAAS, PMAAS, ServiceNow & Other Business Solutions

- Research & Understand market need for the product.
- Strategize market fit & demand for the product.
- Product & Business development planning & management.

- Fund raising & Budgeting for the business.
- Business sustainability planning.
- Risk identification & mitigation plan.

- Upsell IT solutions to clients and businesses.
- Manage team for development, service delivery.
- Stakeholder management.

Redcentric
Mar 2015 to Aug- 2019
As Project Lead for Network, Security & Data Center, SAAS & CRM Based solutions

- Creating clear project & program definition, objectives & deliverables.
- Ensuring budgets are defined & tracked throughout the delivery.
- Manage approvals, schedules, change & resources.

- Manage progress reporting, stakeholder & client reporting.
- Conduct project audits, process adherence & quality assurance.
- Manage project lessons.

- People and resource management.
- Process & service improvement delivery.
- Risk Management & Mitigation plans.

Email & Address

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syed.irfan@sotiotech.com

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Rathi Galli, Golconda Fort
Hyderabad, Telangana - 8

Medex - Qatar
Oct 2012 to Oct - 2014
As Support Exec

- Assisting PM with projects & administer project works.
- Source quotes from suppliers and prepare for the project.
- Assist PM in scheduling resources and meetings.

IBM - Hyderabad
Feb 2011 to Aug - 2012
As Project Support

- Supporting to Project manager with project documents management & reporting.
- Resource allocation & scheduling of meetings.
- Review projects and report discrepancy to PMO.

Wipro - Hyderabad
Feb 2009 to Dec - 2010
As Technical Support

- Assisting customers with issues related to computers.
- Assisting customers with connectivity to network & peripherals.
- Upselling related products.

Sitel
Jun 2008 to Dec - 2009
As Technical Support

- Assisting customers with Internet connectivity issues.
- Upselling related products.
- Maintaining high level of service delivery as per defined processes and SLAs.

247 Customer
Apr 2007 to Apr - 2008
As Customer Support

- Assisting US based customers.
- Addressing customers' bill related queries.
- Processing new service requests & more.

Story - Personal

Achievements

- Built effective Offshore Project Management Office
- Promoted twice in two appraisals.
- PMP trained, Prince2 & Sig Sigma Certified.
- Lead NCC Cadet Unit in school and secured 2nd position in inter schools joint training exercises.

Specialities

- Effective Communicator.
- Detailed oriented.
- Working under stress.
- Self managed.
- Loves challenges.

Expectations

- High level of value system.
- Mentorship & growth driven culture.
- Preferred location - Hyderabad, India

Story - Educational

Osmania University
Yrs 2003 to 2006

- Graduated BSc Computer with 2nd division
- From AV College of Arts, Science & Commerce, Hyderabad, India.

Board of Intermediate Education
Yrs 2001 to 2003

- Graduated Intermediate with 1st Division.
- From Shuja Junior College, Hyderabad, India.

Central Board Secondary Edu
Yrs 1990 to 2001

- Kendriya Vidyalaya No. 2 Nausenabagh - Vizag.
- Kendriya Vidyalaya No. 1
- Golconda - Hyderabad.

Declaration & Attestation

Declaration

I acknowledge to have mentioned accurate information in this resume.

For Syed Irfan

Hyderabad, India