

Umer Shafiq

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Summary

Motivated and results-driven project management associate with over 1.5 years of experience in the software industry. Proven track record of success in project management and communication, as well as proficient in tools such as JIRA, Trello, Clickup and Slack. Currently working as a project coordinator, eager to continue growing my skills and experience as a Project Manager and Scrum Master with an amazing and growing IT company. My ultimate goal is to become a valuable asset to an organization by leading cross-functional teams and delivering projects on time, under budget and with great quality.

Experience



Project Coordinator

Digital Auxilius

Jan 2023 - Present (8 months)

- Co-supervised the Development and Release of a Social and Recruitment Platform for HealthCare Industry, which is currently being used by hundreds of professionals.
- Lead the Revamp and Completion of Clinical Appointments Management Software, which is used by many clinical trials conducting companies.
- Co-managing the finishing and release of an inventory management software that is used clinical trials conducting companies.
- Day-to-day tasks including clarifying requirements, setting the day end targets, status updates and client liaison.



Assistant Project Manager

KNYSYS

Mar 2022 - Dec 2022 (10 months)

- Client handling and coordination.
- Translating client expectations into S.M.A.R.T goals.
- Preparing project plans, milestones and schedules.
- Managing various project across different technologies (web, mobile).
- Team management and coordination.
- Team performance and project status reporting.



Senior Business Development Executive

ICM Japan

Aug 2020 - Feb 2022 (1 year 7 months)



Business Development Executive

ICM Japan

Aug 2019 - Aug 2020 (1 year 1 month)

- International clients dealing exposure (B2B) and (B2C).
- Searching new customers and bring business for the company.
- Performing sales and after sales responsibility.
- Ensuring excellent customer support with new generated leads.
- Negotiation and facilitation of the product.
- Handling banking transactions and allocation of funds.
- Maintaining quality services with existing customers.



Customer Service Representative

360 BPO Solutions

May 2019 - Jun 2019 (2 months)



Customer Service Representative

Star BPO

Nov 2018 - May 2019 (7 months)



Development Intern

Appedology Pvt. Ltd.

Jun 2018 - Aug 2018 (3 months)

- Exploring new designs and trends in user interface.
- Implementation and development of XD and design files assigned by manager.
- Following the code conventions according to company policies.
- Translating the designs provided by designers to initiate the company's real projects
- Providing user interface related assistance to backend developers.

HTV Web Content Writer

HTV

Aug 2016 - Mar 2018 (1 year 8 months)

- Producing well-researched content for publication online and in print
- Utilizing industry best practices and familiarity with the organization's mission to inspire ideas and content
- Communicate and cooperate with a writing team, including a content manager, editors, and web publishers
- Follow an editorial calendar, collaborating with other members of the content production team to ensure timely delivery of materials
- Develop related content for multiple platforms, such as websites, email marketing etc.
- Monitor and analyze the performance of key performance indicators (KPIs) to offer suggestions for improvement
- Use search engine optimization (SEO) strategies in writing to maximize the online visibility of a website in search results

Education



Bahria University

Master's degree, Project Management

Mar 2021 - Aug 2022



Mohammad Ali Jinnah University (MAJU)

Bachelor's degree, Computer Science

Sep 2016 - Aug 2020



St. Patrick's College

Intermediate , Commerce

Mar 2014 - Aug 2016

Licenses & Certifications



Agile Fundamentals: Including Scrum and Kanban - 2021 - Udemy

UC-cf379285-d1bf-4d38-bc27-894c99433832



Scrum Fundamentals Certified (SFC) - SCRUMstudy - Accreditation Body for Scrum and Agile

991135



Jira Fundamentals Badge - Atlassian

270787042



Fundamentals of Agile Project Management - Project Management Institute

Skills

Agile Project Management • Scrum • Analytical Skills • Team Leadership • Leadership • Microsoft Outlook • Computer Science • Jira • Bug Tracking • Balsamiq