



Faisal Raheem

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Summary

Certified Scrum Master with 2+ years and 10 years in project management, skilled in leading cross-functional teams to deliver IT and engineering projects on time and within scope. Proficient in Agile methodologies, Scrum frameworks, and project management tools, with a strong focus on collaboration, productivity, and aligning project outcomes with business goals.

Education

Master's (MS) in Management Sciences (Specialization in Project Management)

Muhammad Ali Jinnah University, Karachi, Pakistan - Dec 2019

Bachelors of Engineering (B.E) in Electronics Engineering

Mehran University of Engineering & Technology, Jamshoro, Pakistan – Sep 2008

Professional Experiences

Scrum Master Jan 2023 - Present

Nexus HRS, Pakistan Pak

- Coached and mentored teams to achieve higher maturity by refining processes and ensuring adherence to Scrum frameworks.
- Facilitated Agile ceremonies, including Sprint Planning, Daily Stand-ups, Retrospectives, and Backlog Refinement.
- Guided Product Owners in managing and prioritizing user stories to align with business objectives.
- Addressed and resolved impediments to ensure teams met Sprint commitments.
- Developed team capacity sheets for optimal task allocation and tracked progress using burn-down charts.
- Promoted a culture of continuous improvement through regular process reviews and feedback sessions.
- Acted as a change agent to promote Agile methodologies across the organization.

Project Manager Jan 2021 - Dec 2022

Pak Security & Safety Systems, Karachi, Pakistan

- Planned, executed, and delivered multiple high-priority projects within scope, timeline, and budget.
- Identified and mitigated project risks, ensuring the team's progress remained uninterrupted.
- Facilitated problem-solving sessions to address project challenges and obstacles.
- Maintained effective communication within the team and with stakeholders, ensuring alignment on project objectives.
- Fostered a collaborative environment where team members shared ideas and addressed challenges collectively.
- Coordinated and facilitated Agile ceremonies.
- Acted as a liaison between teams to improve cross-functional coordination and project delivery.

Project Manager Apr 2018 - Dec 2020

Data Communication & Control Pvt. Ltd., Karachi, Pakistan

- Led project planning and execution, ensuring timely delivery within budget constraints.
- Managed project scope, timelines, and risks while fostering cross-functional collaboration.
- Facilitated problem-solving, ensured quality standards, and optimized team engagement.
- Fostered cross-functional collaboration to achieve project milestones.
- Negotiated with vendors, analyzed data for improvement, and oversaw project closure activities.
- Conducted status meetings, provided progress updates, and ensured quality standards were met.
- Streamlined project closure activities, including post-project evaluations.

Assistant Project Manager Jan 2016 - Mar 2018

Data Communication & Control Pvt. Ltd., Karachi, Pakistan

- Supported planning and execution of multiple projects, ensuring alignment with objectives.
- Coordinated with cross-functional teams to enhance communication and performance.
- Conducted risk assessments and assisted in implementing mitigation strategies to minimize disruptions.
- Utilized project management tools to monitor progress and maintain detailed documentation.
- Ensured quality compliance through thorough testing and review processes.
- Documented project milestones and maintained comprehensive records for stakeholders.
- Analyzed project data to identify trends, monitor progress, and suggest improvements.
- Created and maintained comprehensive project documentation, including plans and reports.
- Conducted coordination tasks such as scheduling meetings, tracking project expenses, and maintaining records.



Project Engineer Jan 2009 - Dec 2015
Data Communication & Control Pvt. Ltd., Karachi, Pakistan

- Directed testing, maintenance, and repairs to ensure compliance with quality standards and project timelines.
- Provided technical assistance across projects, ensuring effective execution and troubleshooting.
- Optimized maintenance strategies by analyzing equipment data and performing cost-benefit reviews.
- Supervised project deployment, conducted end-user training, and ensured seamless integration.
- Documented project progress, conducted testing, and adhered to quality assurance protocols.

Certifications

- Certified Scrum Master (CSM) – Scrum Alliance (Aug 2023)
- Project Management Professional Training – Promac (Jul 2018)

Skills

- **Project Management:** Agile, Scrum, Risk Assessment, Budgeting, Scheduling
- **PM Tools:** JIRA, Trello, Confluence, MS Project, Primavera
- **Soft Skills:** Leadership, Communication, Conflict Resolution, Negotiation
- **Collaboration Tools:** MS Teams, Slack, Zoom, Google Workspace
- **Documentation Tools:** MS Word, MS Excel, MS PowerPoint, MS Visio