AMIT DHUNNA

PRODUCT OWNER

ABOUT ME

I am a driven individual who is always striving to improve his skills and knowledge base. My previous work experience has moulded me into a professional and hard working employee who thrives in high pressure and fast moving environments allowing me to fine-tune my time management skills.

As a result of the nature of my current job, I have refined my skills as a product owner and can effectively manage stakeholders, plan sprints, report on work done by the team and perform many other responsibilities that are normally attributed to product owners.

I also have certified accreditaions for the role of Product Owner and Scrum Master and therefore I am able to demonstrate the most up to date practices that are taught as part of the Scrum framework.

EDUCATION

CARDIFF UNIVERSITY
Cardiff University
Prifysgol Caerdydd

Cardiff University
2017 - 2020
BSc Business Management with Integrated Placement
2:1 Awarded

QUALIFICATIONS / CERTIFICATIONS

Scrum Alliance
Certified Scrum Product Owner (CSPO)
Scrum Alliance
May 2022

Scrum Alliance
Certified Scrum Master (CSM)
Scrum Alliance
August 2022

CONTACT INFO

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📍 **Cardiff, South Wales**

in **Amit Dhunna**

WORK EXPERIENCE

Nov 2022 - January 2023

Product Owner
Dye & Durham (Legal Tech Sector)
• Managed and prioritised the Product Backlog for my team; I used this prioritised backlog to plan our upcoming sprints.
• I helped facilitate Scrum ceremonies and ran the weekly refinement session and fortnightly sprint planning session as well as facilitating the daily stand up.
• Produced a Product Roadmap within Jira to ensure that the team was fully aware of upcoming priorities for the next quarter.
• Produced weekly sprint reports for the team to keep both the team and other stakeholders informed of our user story progress and provide up to date details on the progress of projects that are underway.
• Engaged with stakeholders at multiple levels to gather requirements and compile user stories whilst acting as a subject matter expert for the product.

March 2021- Oct 2022

Product Owner & Risk Change Analyst
Admiral Money (Financial Services Sector)
• Coordinated a project to restructure the main decision engine and documented all User Stroies and requirements.
• Engage and manage stakeholders across different levels of the business.
• Plan and prioritise pieces of work and manage the team's backlog of items in order to deliver maximum value to the business.
• Articulating the product vision and roadmap for each individual epic to the development team so they could better undertsand what was to be built and how it should be built.
• Working with other product owners to unblock issues for the developers.
• Collaborating with various stakeholders to understand pieces of work and coming up with the most appropriate business solution.
• I was in charge of reporting on completed sprints as well as planning upcoming sprints for the team in order to ensure we were hitting all of our product goals.

July 2020 - March 2021

Customer Services Executive & Graphic designer
Key Stages Online (Online Education Sector)
• Identified where processes within the customer services department could be refined.
• Tasked with Writing a new sales training pack and procedures document
• Dealt with all manner of customer enquiries and answering phone calls.
• Produced all in-house graphics, i.e. website banners, email banners, magazine advertisements and brochures.
• Edited all of the educational videos.
• I was given charge of a project to create a brand new animated educational video series aimed at year 4 students, in 3 weeks I learned how to make an animated video from scratch.

Jan 2019 - May 2019

Project Manager
Inspiretec (Travel Software Sector)
• I was in charge of managing 2 different projects – both of which were taken live by the end of my placement.
• Became an administrator on Jira (agile development tool/bug logging software), I was also heavily involved in implementing this software into the company's infrastructure.
• Helped set up Mavenlink (integrated business tool) for the company which streamlined reporting in the company and made budget reports more accurate.

SKILLS

Agile Working

Problem Solving

Professionalism

Team Player

Coding & Programming

SOFTWARE

Jira

Confluence

Provenir

Microsoft Office

Adobe Creative Suite