

MUHAMMAD TAUSEEF

## Scrum Master

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Solutions-driven Scrum Master/Business Analyst having around 6 year of relevant exp in software implementations and business analysis for web-based applications within retail and finance domains. Proven expertise in driving successful project delivery by collaborating with stakeholders to gather requirements, analyze business processes, and implement innovative solutions. Demonstrated ability to bridge the gap between technical teams and business stakeholders, ensuring effective communication and alignment. Extensive experience working with Facts, a leading healthcare management system. Proven track record of successfully analyzing complex business requirements, translating them into effective solutions, and driving organizational growth and efficiency . Deep understanding of industry-specific regulations and best practices. Strong analytical, problem-solving, and stakeholder management skills.

* Extensive experience in analyzing and requirements gathering and writing system functional specifications including use cases.
* Strong knowledge of the Systems Development Life Cycle (SDLC), Rational Unified Process Methodology (RUP), RAD, and CRM.
* Strong skills in creating UML Diagrams and Data Models including Use Case Diagrams, Activity Diagrams, Deployment Diagrams, Data Flow Diagrams (DFD) and Entity-Relationship diagrams using Rational Rose and MS Visio.
* Strong knowledge of Project management skills includes time estimation, task identification, and scope management.
* Experience in preparing Systems Proposal Reports and performing GAP analysis.
* Experience and skills in creating design models and Extensive use of UML/RUP for modeling views using tools like Microsoft Visio.
* 5 years of experience in tools like JIRA, TFS, Service Now, MS Project 2016.
* 5 years of Extensive experience as a Scrum master and providing solutions to client meetings. Having good exposure to budgeting and Scope defining on new contract creation.
* Extensive experience as an agile coach to define agile processes for a new logo for a company
* As a Scrum Master, I have managed project planning, daily stand-up meetings, reviews, retrospectives, sprint and release planning, demos, and other scrum-related meetings.
* Extensive experience in monitoring Sprint Status using JIRA/TFS and publishing Burn down chart and Burn Up Chart.
* Extensive hands-on experience with complete Software Development Life Cycle (SDLC), including Requirement Analysis, Design Methodologies, Coding, Code Reviews, Testing and deployment of applications using Waterfall and Agile/Scrum methodologies.

**AREAS OF STRENGTH:**

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| * Software Implementation Management | * Agile Software Development Methodologies |
| * Business Analysis | * Requirements Gathering and Documentation |
| * Web-based Application Development | * Stakeholder Management |
| * Project Planning and Execution | * Process Improvement |
| * Team Leadership | * Problem-solving |

**TECHNICAL SKILLS:**

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| **Databases:** | MS Office Suite, JIRA, MS Project, MS Visio, SQL |
| **Software Methodologies:** | Waterfall, Agile/Scrum |
| **Business Skills:** | Business Process Analysis & Design, Gap Analysis, Impact Analysis, JAD/JRP Sessions Requirement Gathering, and Use Case Modeling, Data Mapping/Modeling. |
| **MS Office tools:** | Outlook, MS Word, MS Excel, MS Visio, MS PowerPoint. |
| **Tool** | Microsoft Excel,My SQL,Power BI,Sales Force (CRM) |

**PROFESSIONAL EXPERIENCE:**

### JP IT Staffing September- 2018 – Till Date

Client :- Deviceland, Inc. Torrance, CA

Project :- Multiband mobile Store easy buy

Role:-Scrum Master

Responsibilities:-

* I am responsible for the roles of Project Manager/Scrum Master for this project.
* I am involved in many client discussions on scheduling and technical scope defining.
* I am responsible for product development as a technical Project Manager.
* I am responsible for managing all Project Life cycle.
* I am taking care of all delivery and project budgeting and risk analysis
* Manage sprint reviews, scrum ceremonies, and backlog to satisfy project requirements
* Mentor team and project partners in agile standard methodologies
* Manage agile toolsets, project support, and priority gathering
* Utilize data to measure and track performance results and monitor progress across the project lifecycle.
* Drive overall coordination with stakeholders and team.
* Managing burn up and burn down chart.

Client :- Deviceland, Inc. Torrance, CA April-2012 – Sep- 2018

Project :- Multiband mobile Store easy buy

Role:- Sale/Account Representative

* Oversaw all aspects of day-to-day store operations, ensuring smooth and efficient management.
* Set sales goals, managed budgets, and developed accurate sales forecasts to drive business growth.
* Directed merchandise selection and store operations to align with company standards and customer demand.
* Maximized sales and profitability by executing company programs and optimizing assigned areas.
* Managed and monitored sales and distribution channels, including dealer networks, to ensure effective performance.
* Trained, coached, and evaluated hourly associates to enhance team performance and productivity
* Developed and executed test cases verifying data transfer quality.
* Collaborated with other teams in each project and review and/ refined strategy base on the organizational needs.

**EDUCATION**

* Federal Income Taxation Certificate from DeVry University - June 2007
* Bachelor of Business Administration - December 1996

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