Muhammad Fahad Habib

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SUMMARY

Results-driven project manager with a proven track record in elevator and escalator projects. Ensures on-time, on-budget completion in compliance with standards. Expert in contract coordination, meticulous progress reviews, and effective communication with stakeholders. Collaborative leader, skilled in construction management, change order optimization, and project financial success

EXPERIENCE

Project Manager | Kodexo labs
September 2023 - Present, Karachi

- Supervise Project Activities: Oversee the progress of software development projects across all phases while adhering to Project Management principles. Ensure that project deliverables are completed on time and within the specified budget.
- Proactive Scope Management: Anticipate and navigate changes in project scope, identify potential risks, and develop contingency plans to ensure the success of the project.
- Effective Communication and Delegation: Clearly communicate project expectations to team members in a timely manner. Appropriately delegate tasks to promote effective collaboration among team members.
- Agile/Scrum Facilitation: Guide the team in self-organizing within Agile/Scrum frameworks, addressing any intentional gaps. Implement innovative management techniques to facilitate efficient multitasking.
- Quality Assurance and Mentorship: Support the test team in creating comprehensive test plans and ensure thorough quality checks for project deliverables. Provide mentorship to team members to enhance their skills.
- Stakeholder Relationship Enhancement: Continuously explore opportunities to improve customer satisfaction, strengthen client relationships, and manage project expectations collaboratively with the team

Project Coordinator | Cooperative Computing
December 2021 - August 2023, Karachi

- Manage Project Activities: Oversee software development projects through all phases, adhering to Project Management principles. Ensure project deliverables are timely and within budget.
- Proactive Scope Management: Anticipate and manage changes in project scope, identify risks, and develop contingency plans to ensure project success.
- Effective Communication and Delegation: Communicate project expectations clearly and timely to team members. Delegate tasks appropriately, fostering effective collaboration.
- Agile/Scrum Facilitation: Guide the team in self-organizing within Agile/Scrum frameworks, addressing intentional gaps. Implement innovative management techniques for efficient multitasking.
- Quality Assurance and Mentorship: Assist the test team in creating test plans, and ensuring final quality checks for project deliverables. Provide mentorship to team members for skill development.
- Stakeholder Relationship Enhancement: Continuously seek opportunities to enhance customer satisfaction, deepen client relationships, and manage project expectations with the team.

Social Media Market Specialist | Iflgoics Communication
June 2020 - June 2021, Karachi

PROJECTS

Teacher AI | Kodexo labs
https://yourteacher.ai/, September 2023 - Present

- Strategic Planning: Crafting and executing a roadmap that aligns with our vision for reshaping language education.
- Cross-functional Collaboration: Facilitating seamless communication between development, design, and marketing teams to ensure a cohesive and user-centric product.
- Timeline Management: Implementing agile methodologies to keep the project on track and responsive to evolving market demands.
- Quality Assurance: Upholding the highest standards to deliver a tool that exceeds user expectations.

Lilli health (WordPress and Mobile app) | Cooperative Computing.
https://lillihealth.com/, December 2022 - August 2023

Parks Associates | Cooperative Computing
https://www.parksassociates.com/, December 2021 - August 2023

- As the Project Manager at Parks Associates, I joined during Sprint 06 and played a crucial role in overseeing the development of 14 consecutive sprints. During this time, I actively contributed to the implementation of market research reports and industry analysis focusing on IoT residential products. My responsibilities encompassed coordinating interviews, conducting secondary research, and overseeing both quantitative and qualitative consumer research.

Additionally, I facilitated focus groups and performed trend analysis to ensure our insights were comprehensive and reflective of the dynamic market landscape.

- One of the significant milestones during my tenure involved managing the User Acceptance Testing (UAT) sprint, which spanned nearly a year. This comprehensive testing phase allowed us to fine-tune our products and services based on consumer perceptions, ensuring a high level of quality and satisfaction.
- Furthermore, I successfully led the migration process from the old site to a new platform, navigating the complexities of transitioning seamlessly. This effort involved meticulous planning, coordination, and execution to ensure a smooth transition without any disruption to our operations.
- In the final phase, I played a pivotal role in making the project live, marking the culmination of extensive development efforts and strategic planning. This achievement not only reflected the success of our team but also positioned Parks Associates as a leader in the IoT residential products and consumer research industry.
- Throughout the entire project lifecycle, I maintained a focus on efficiency, quality, and client satisfaction, contributing to the overall success of Parks Associates in delivering valuable market insights to our stakeholders.

Raadr Mobile App **| Cooperative Computing**
https://raadr.com/, August 2022 - May 2023

EDUCATION
Bachelor in computer science **| Indus University**
Karachi, 2021

Intermediate **| Govt. Degree Boys Collage**
Karachi, 2017

CERTIFICATIONS
Scrum Master Training **| Master of Project Academy**

Fundamentals of Agile Project Management **| Project Management Institute**

Fundamentals of Predictive Project Management **| Project Management Institute**

Product Strategy: A solid foundation for crafting visionary product plans. **| The Product School**

Product Analytics: My personal favorite - mastering data-driven decision-making **| The Product School**

Product Led Growth: Transforming products with user-centric strategies. **| The Product School**

Lean Project Management Lean PM(R) Yellow Belt **| Lean Project Management Foundation**
2024

SKILLS
Microsoft Project · Software Project Management · Agile Project Management · Scrum · Time Management · Risk Management · Resource Management · Reporting & Analysis · User Story Development · Team Management · Project Planning · Project Estimation · Project Coordination · Project Delivery · Technical Documentation · System Monitoring · Product Requirements · Product Development · Computer Science · Critical Thinking · Client Relations · Jira · Cross-functional Team Leadership · Teamwork · Problem Solving