

Contact

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nomansiddiquiprojectmanager
(LinkedIn)

Top Skills

Project Management
Data Science
Software Project Management

Languages

Urdu (Full Professional)
Hindi (Full Professional)
English (Full Professional)

Certifications

Certified Scrum Product Owner®
(CSPO®)

Honors-Awards

Best Find Award 2013-2014

Noman Siddiqui

Project Manager | Product Owner | CSPO®
Pakistan

Summary

Noman Siddiqui is a proficient Software Project Manager and Technical Writer. He makes sure that the business of the client organization develops radically due to the robust technology solutions offered by his services. He is experienced in Agile software development methodology and he is skilled in working with cross-functional teams in environments following this methodology of development.

As a Technical Writer, Noman has been preparing the following documents:

- Scope of Work
- Proposals
- Software User Manual
- Data Flow Diagrams
- Use Case Diagrams
- Sequence Diagrams
- Software Requirements Specification
- Work Breakdown Structure
- QA Test Cases
- Technical Blogs
- Quality Management Plan

Noman has the professionalism to break a project/product into Sprints & Iterations so that the features of the project/product are divided into several shippable releases. He knows the importance of separate planning, analysis, design & architecture, coding and testing phases of every Sprint.

As a Scrum master, Noman makes sure that his team stays self-organized and adapts to changes quickly and productive communication is continued among the team throughout the project through daily stand-up meetings/daily scrums. Noman is also

proficient in preparing the backlogs consisting of the features and bug fixes of the project/product.

The professional expertise of Noman Siddiqui are Project Management, Technical Writing, Sales Engineering, and Business Analysis. He is involved in the successful initiation, planning, design, execution, monitoring, controlling and closure of a project.

Noman Siddiqui is completely familiar with and experienced in the following tools:

- Basecamp for Efficient Project Coordination
- JIRA and Azure Boards for Agile Software Development Management Issue Tracking
- Git for distributed revision control.
- Microsoft Visio for UML Diagrams and other documents
- XMind for Mind Map
- Balsamic for Wireframing

Noman Siddiqui is a team player and makes things happen together with the sales team and software developers' team. He is completely comfortable in the dynamic atmosphere of a technical organization with a rapidly expanding customer base. Planning & Defining Scope, Activity Planning and Sequence, Developing Schedules, Developing a Budget and Risk Analysis are the core competencies of Noman Siddiqui.

Experience

Cooperative Computing

4 years 11 months

Senior Project Manager

January 2023 - Present (1 year 5 months)

Karāchi, Sindh, Pakistan

Project Manager

July 2019 - December 2022 (3 years 6 months)

ABTACH LTD

Associate Project Manager

April 2018 - July 2019 (1 year 4 months)

Nexus Corporation Ltd.

Project Architect

June 2017 - March 2018 (10 months)

Karachi

Quarrio

Assistant Project Manager

December 2016 - June 2017 (7 months)

Quarrio is the pioneer of Conversational Analytics, the use of Natural Language to allow business users to engage in “conversations” with their data. By asking questions in plain English, Quarrio users can analyze data, discover critical trends and information and delve deep into their critical information without needing to become a “report writer.” Quarrio involves Data Science, Artificial Intelligence, Machine Learning and Natural Language Processing.

As an Assistant Project Manager, I am responsible for:

- Coordinating with the Team regarding tasks and issues
- Assigning tasks to team members
- As the Administrator on JIRA, creating and editing the Workflow according to requirements
- Working with the QA team in the testing phase
- Creating UML diagrams and other technical documentation including the Use Case Diagrams, Data Flow Diagrams, Sequence Diagrams, Work Breakdown Structure Document, Product Breakdown Structure document, Quality Management Plan, Software User Manual, etc.
- Coordination with the Product Owners regarding the enhancements in the software to be integrated in the next sprint.

Social Cubix

Sr. Business Analyst

June 2016 - December 2016 (7 months)

Karachi, Pakistan

BSQP TECH

Project Manager | Business Analyst

October 2015 - June 2016 (9 months)

Karachi, Pakistan

Role and Responsibilities include:

- Preparing the Statement of Work / Scope of Work (SoW)
- Preparing the Functional Requirement Specification (FRS) / Functional Specification Document (FSD)
- Preparing the System Requirement Specification (SRS) / System Requirement Document (SRD)
- Planning scope
- To conduct and facilitate all Scrum Ceremonies, i.e., Daily Scrum Meeting, Sprint Planning Meeting, Backlog Refinement Meeting, Sprint Review/ Demonstration Meeting, Sprint Retrospection Meeting
- Guiding the team on how to get the most of out self organization
- Assigning sprints and tasks to designers and developers
- Guiding the team on self organizing to fill in the intentional gaps left in the Agile/Scrum frameworks
- Activity and resource planning
- Removing impediments or guiding the team to remove impediments by finding the right personnel to remove the impediment
- Developing and time-boxing schedules and timescales for every project.
- Facilitating getting the work done without coercion, assigning, or dictating the work
- Risk analysis
- Risk management
- Progress monitoring and evaluation
- Team Management
- Making sure that contemporary standards are being followed for excellent quality.

Cooperative Computing

Assistant Manager Business Development | Account Manager

February 2014 - September 2015 (1 year 8 months)

Karachi

I am the Asst. Manager Business Development | Account Manager and I execute the following roles:

- Proactively hunt for target organizations and establish communications with those businesses that can benefit from our company's services
- Responsible for own lead generation and appointment setting.

- Actively and successfully manage the sales process: lead generation, credentials pitch, asking questions, solution pitch, and negotiation, close and follow up.
- Create and be accountable for all client proposals, contracts and any further documentation, following procedure.
- Further develop multi- tier relationships to organically grow the clients' accounts.
- Build referral and lead generation network.
- Determine new opportunities by analyzing business needs.
- Responding to tenders and requests for information in a timely manner.
- Providing pre-sales technical assistance and product education, and after-sales support services.
- Analyzing costs and sales
- Preparing reports for the management
- Making technical presentations and Statements of Work and demonstrating how a product meets client needs;
- Increase company's involvement with clients.
- Manage company- and- client relationship together with the various division team leaders.
- Serve as a lead facilitator both internally and externally for projects.

GOTCHA! Apps

CEO

January 2011 - February 2014 (3 years 2 months)

Karachi

I launched my technology company with the name Gotcha Apps! I solely executed the Business Development, Account Management and Project Management roles.

Following is the summary of the services offered by Gotcha Apps!:

We are proficient PHP/MySQL programmers who are focused to work and perform. PHP is the most popular programming development technology these days.

If you want to have a website that excels among thousands of existing websites on the internet, then your site needs Web 2.0 programming tools created in languages such as PHP. Our expertise are in using PHP to create shopping carts, dynamic databases and content management systems right according to the needs and specifications of our clients. We have the

requisite experience to deliver quality server side scripting, user-friendly interfaces, static as well as dynamic web pages, simple to complex application development and tailor-made PHP web design solutions.

How can We lend a hand?

- We specialize in WordPress development, configuration, customization and installation.
- Add custom PHP programs to your website
- Design web forms using PHP and MySQL
- Build or enhance your shopping cart
- Fix your existing PHP pages
- Create dynamic image galleries, forums or message boards
- Create a custom content management system that allows you to easily edit your own website
- Development of e-mailing systems, RSS feed, back-end administration panels, etc
- Static and dynamic websites including image galleries
- Blog development and customization
- We can create multilingual supportive, multiple server compatible and database supportive websites and applications.
- We can use PHP5, PHP4, mysql, frameworks (Zend, CakePHP, etc.).

We offer the most affordable and reasonably-priced PHP/MySQL services. We apply PHP programming to develop incredible and attractive websites. We also have the expertise to create applications that are compatible with multiple operating systems like Windows, Linux, Unix, etc.

oDesk

Self-Employed Technical Content Writer

December 2010 - December 2013 (3 years 1 month)

Writing innovative, original and eye-catching content is one of my core expertise. I have written articles for SEO purposes, Blog posts and website content for my clients. Following is the link of my profile that I used. Kindly read the feedback of my clients:

<https://www.upwork.com/o/profiles/users/~012b826a1904ab94a0/>

Axact

3 years 2 months

Associate Executive - International Advertising / Search Engine Optimization

August 2009 - January 2011 (1 year 6 months)

Responsibilities include adding reciprocal and one-way links to increase potential traffic and to improve the Page Rank (Google Page Rank) for the website (Off Page Optimization).

To apply the latest white hat techniques and best website design practices (On Page Optimization) in order to achieve better SERP rankings.

Associate Executive - Offshore Communications

December 2007 - July 2009 (1 year 8 months)

The responsibilities included communicating with customers, regarding sales & support through non-live mediums, i.e., email and fax on the basis of provided guidelines.

Assorted Outbound Call Centers

Telesales Representative

November 2004 - November 2007 (3 years 1 month)

During this period, I worked at different Outbound Call Centers as a Telesales Representatives. The campaigns I worked on included T-Mobile Packages, Time Sharing campaigns, Lead Generation for Mortgages, etc. The target markets were United States and United Kingdom.

Responsibilities Included:

- Lead Generation
- Direct Sales
- Order Processing
- Customer Service

Education

Karachi University

Bachelors of Commerce, Business · (1997 - 1999)

Associaton of Chartered Certified Accounts (4 Papers Passed)

Foundation Stage Passed of Association of Chartered Certified Accountants (ACCA), Business/Commerce, General · (2002 - 2002)

Institute of Chartered Accountants of Pakistan

Appeared in ICAP Examinations, Accounting and Finance · (1997 - 1999)