

SULTAN ISRAFILZADE

Address: Aliyar Aliyev str. 26, apt. 132 · **Tel:** +994556134295

Email : s.israfilzade@gmail.com

Outcome-focused Program Manager (PMP, PMI-ACP) and Professional Scrum Master I (PSM I) with 8 years' experience of leading development teams. I have a long track record of delivering web, mobile and API projects for the clients from the USA, Great Britain, and Western Europe. Experienced in managing delivery cycle for small, middle-sized and enterprise level companies. Skilled in process development, people management and problem solving. Effective in collaborating with project teams, senior management, and key stakeholders. Focused on building long-term relationship with clients by providing transparent and professional communication.

EXPERIENCE

08/2022 – Present

Program Manager, K&C (Krusche Company) Remote, Germany

- Formulate, organize, and monitor inter-connected projects
- Decide on suitable strategies and objectives
- Coordinate cross-project activities
- Lead and evaluate project managers and other staff
- Develop and control deadlines, budgets, and activities
- Apply change, risk, and resource management
- Assume responsibility for the program's people and vendors
- Assess program performance and aim to maximize ROI
- Resolve projects' higher scope issues
- Prepare reports for program directors

10/2020 – 08/2022

SENIOR PROJECT MANAGER AND BUSINESS ANALYSIS OFFICER, AZERCONNECT

- Developing Project Management Plan
- Define high-level requirements, assumptions, constraints, identify stakeholders
- Ensure that all projects are delivered on-time, within scope and within budget
- Developing project scopes and objectives, involving all relevant stakeholders, and ensuring technical feasibility
- Use appropriate verification techniques to manage changes in project scope, schedule and cost
- Measure project performance using appropriate systems, tools, and techniques
- Report and escalate to management as needed
- Manage relationship with the clients and stakeholders
- Create and maintain comprehensive project documentation
- Define project schedules, allocate resources, and monitor progress
- Align project objectives with company goals, and make sure project team is clear on objectives
- Lead process of issue identification and resolution
- Monitor and manage scope
- Work multiple projects simultaneously
- Run meetings (Prepare presentations and status updates, distribute agendas, document action items, distribute notes and update appropriate status using tracking tools).

02/2020 – 09/2020

PROJECT SPECIALIST, ACHIEVE (REMOTE-USA)

- Assisting Operations Manager and Project Manager with implementing projects across a broad range of company functions and work on a variety of projects, initiatives, research, training development, and general improvement of operations.
- Coordinate and collaborate with project stakeholders and staff
- Analyze and document best practices and operational procedure
- Collaborate with management to assist with the execution of key initiatives
- Support the implementation of process improvement, projects including project planning and issue management
- Conduct research and analyze of information
- Summarize results and make recommendations on business topics assigned
- Create a cross-sectional new hire training material and/or programs, including video training
- Identify and troubleshoot problems within specific projects in a timely manner.
- Oversee and track milestones of project tasks.

09/2019 – 01/2020

PLANNING ENGINEER/PROJECT CONTROL SPECIALIST, CMS (CASPIAN MARINE SERVICES)

- Preparation and update of detailed project schedules
- Facilitation of various project meetings
- Measure and monitor status of the projects, issue of Weekly Projects Report as well as Monthly, Quarterly and Yearly performance reports including KPIs and statistics.
- Review all types of progress given by subject matter experts to assess schedule risks, provide suggestions and prepare "what if" scenarios as required.
- Identify constraints and critical activities for ongoing projects and timely communication of status to Director and Project Manager.
- Overall control over ongoing projects and tracking
- Coordinating with the stakeholders for any planning related information.
- Assisting to Top Management with all planning & reporting related information and intimating areas of concern

12/2018 – 08/2019

INDUSTRIAL AND PLANNING ENGINEER, STP (SUMGAI TECHNOLOGIES PARK)

- Eliminate or reduce waste in production and related processes
- Choose machinery and other equipment and arrange these items in the most effective layout in the manufacturing plants
- Develop methods that will be used to accomplish all the tasks involved in production, including devising systems for quality control, distribution, and inventory.
- Determine functions and responsibilities of workers, machines, implement evaluation procedures and recommend methods for improving employee efficiency.
- Set work program and target milestones for each phase based on the project plan.
- Monitor critical activities based on the project schedule and advise project management.
- Monitor day to day work progress and prepare the weekly and monthly report.
- Report to the Project Manager about the current work progress and make comparison between plan and actual progress and study impact of alternative approaches to work.

08/2015 – 11/2018

QA/QC SPECIALIST AT SOCAR AMMONIA AND UREA COMPLEX PROJECT, PROKON

- Maintain documents distribution record
- Control & maintain the system for issuance recording / filing, tracking, Retrieval of documents
- Prepare all documents based on the quality procedures for internal and external audit. Quality procedures, related documentation to the concerned contractors, departments, vendors, and client.
- Preparing weekly and monthly reports for Planning department
- Writing official letters to Contractor and Sub-Contractor
- Delivering necessary information and issues to QC Manager and Inspectors

CONSULTING EXPERIENCE

01/2022 – 06/2022

SCRUM MASTER, PM PARTNERS - REMOTE UKRAINE

- Establish collaborative partnership with key stakeholders and provide coaching at all levels in an emerging Agile environment.
- Assess the current organization and delivery environment and recommend optimal
- Facilitate daily stand-ups, planning sessions and retrospectives.

10/2021 – 08/2022

PROJECT MANAGEMENT CONSULTANT, FOURMETA – REMOTE UKRAINE

- Solve on-going technical questions from the team, participate in the planning, stand-ups, and evaluation meetings.
- Analyze clients' requests and break them into smaller bits.
- Perform technical estimation of working scopes & tasks from clients' requests (for UX, UI, Development parts).

05/2021 – 09/2021

PROJECT MANAGEMENT CONSULTANT, INSIGHTWHALE- REMOTE RUSSIA

- Help in the development and implementation of agile projects
- Assist in team development by removing roadblocks to their work, mentoring them, and making a good utilization of organizational resources to improve capacity for project work
- Promote empowerment of the team by ensuring that each team member is fully engaged in the project with meaningful contribution

EDUCATION

2010-2015

BSE INDUSTRIAL ENGINEERING, FATIH UNIVERSITY

SKILLS

- Time Management
- Consulting
- JIRA and Confluence
- People Management
- Waterfall and Agile Project Management
- Quality Management
- Risk Management
- SCRUM

LANGUAGES

- Azeri (Native)
- English (Fluent)
- Russian (Fluent)
- Turkish (Fluent)

CERTIFICATES

- PMP (Project Management Professional)
- PMI-ACP (Agile Certified Practitioner)
- PSM I (Professional SCRUM Master)