Siraj Shaikh

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areer Summary

Senior Project Manager | Global Program Leader | Cross-Functional Coordinator

Highly experienced Senior Project Manager with over 15 years of expertise in **global project planning**, **site launches**, and **cross-regional coordination**. Proven ability to manage complex projects, ensuring **on-time** and **on-budget** delivery, while aligning cross-functional teams to meet program goals. Skilled in **risk management**, **budget oversight**, and driving **continuous improvement initiatives**. Adept at engaging stakeholders at all levels and ensuring compliance with **governance policies** and **legal requirements**.

Key Skills

- **Project Planning & Execution**: Extensive experience in developing and managing comprehensive **project plans** for global initiatives, ensuring alignment with **timelines**, **budgets**, and **resources**.

- **Cross-Functional Coordination**: Skilled in facilitating communication and collaboration between **regional PMOs**, site teams, and cross-functional departments to ensure successful project execution.

- **Risk Management**: Expertise in identifying project **risks**, developing **mitigation strategies**, and continuously monitoring risks to ensure successful project outcomes.

- **Budget & Resource Management**: Proficient in managing **project budgets**, allocating resources efficiently, and providing regular updates on budget status to executive teams.

- **Performance Monitoring & Reporting**: Strong capabilities in tracking project performance against **key metrics** and providing **status reports** to stakeholders, highlighting achievements, risks, and opportunities for improvement.

- **Continuous Improvement**: Champion of process improvements, standardizing and optimizing **project management practices** across regions to drive **efficiency** and **consistency**.

- **Compliance & Governance**: Experienced in ensuring compliance with governance policies and **legal requirements** across multi-country project implementations.

Professional Experience

Emirates Group, Dubai

Senior Project Manager | Program Leader
May 2023 – Present

- **Project Planning & Execution**: Led the development and management of **project plans** for site launches across multiple regions, ensuring alignment with **timelines**, budgets, and resources to meet program goals.

- **Cross-Regional Coordination**: Collaborated with **cross-regional PMO teams** and site teams to ensure seamless communication and coordination for successful project execution.

- **Risk Management**: Identified and mitigated potential project risks, ensuring successful site launches without disruptions to timelines or deliverables.

- **Budget Oversight**: Managed the project budget, ensuring **financial resources** were allocated efficiently, and provided regular status updates to the executive team.

ITFAQ Global Systems & Software Trading LLC, Dubai

Senior Business Analyst | Project Manager
Aug 2022 – Nov 2022

- **Cross-Functional Collaboration**: Worked closely with **cross-functional teams** to ensure project deliverables were met, facilitating seamless coordination between departments for successful site operations.

- **Performance Reporting**: Tracked project performance against **key metrics**, preparing and presenting **status reports** to stakeholders, highlighting achievements and risks.

- **Resource & Budget Management**: Managed resource allocation and budgets for multiple digital projects, ensuring that financial and personnel resources were used effectively.

ST Engineering Management Services Pte. Ltd., Singapore

Senior Project Manager | Global Operations Lead
Dec 2012 – Mar 2021

- **Global Project Coordination**: Led complex global programs with multi-country scope, ensuring alignment with **timelines**, budgets, and regional requirements for successful project completion.

- **Continuous Improvement Initiatives**: Drove initiatives to **standardize project management practices** across global teams, ensuring consistency and efficiency across regions.

- **Compliance & Governance**: Ensured that all project activities complied with governance policies and regulatory requirements across various countries, maintaining high standards of compliance.

Education & Certifications

- **Bachelor's Degree in Computer Science** (or related field)
- **Certifications**:
    - **Certified Scrum Master (CSM)**
    - **SAFe Agile Framework**
    - **ITIL Certified** – IT Service Management
    - **Project Management Professional (PMP)**

Achievements

- **Successful Global Launches**: Managed the launch of multiple fulfillment sites across regions, ensuring **on-time** and **on-budget** delivery with **seamless coordination** across cross-functional teams.
- **Risk Mitigation**: Implemented robust risk management frameworks, reducing project delays and mitigating potential financial losses by **30%**.
- **Budget & Resource Optimization**: Managed large-scale project budgets, achieving cost savings of **15%** through efficient resource allocation and budget adjustments.
- **Process Improvement**: Led continuous improvement initiatives that standardized project management practices across **three regions**, resulting in improved consistency and performance.

Technical Skills

- **Tools & Platforms**: MS Project, Jira, Azure DevOps, ERP (SAP, Oracle), Microsoft Dynamics
- **Methodologies**: Agile (Scrum, SAFe), Lean, Waterfall
- **Data & Reporting**: Business Intelligence (BI) Tools, Financial Reporting, KPI Tracking
- **Governance & Compliance**: Governance Frameworks, Regulatory Compliance