

**Siraj Shaikh**

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## Career Summary

**Senior Project Manager** | Transformation Leader | Process Improvement Expert

Highly experienced Project Manager with over 17 years of expertise in **project definition, execution, monitoring, and closure**. Proven ability to collaborate with **Business Excellence (BE) leads** to develop detailed project proposals and charters, define scope and deliverables, and ensure the **timely execution** of project tasks. Adept at conducting **financial/statistical analysis, process modeling**, and ensuring projects adhere to governance and compliance requirements. Skilled in driving **project closure**, securing sponsor approval, and ensuring knowledge management standards are met.

## Key Skills

- **Project Definition & Planning:** Experienced in developing detailed project **proposals** and **charters** in collaboration with Business Excellence leads, defining **scope, deliverables, timelines, and resource requirements**.
- **Project Execution:** Expertise in managing distributed tasks, conducting **data collection, research, financial analysis, and process modeling** to support project implementation.
- **Monitoring & Control:** Proficient in ensuring **timely execution** of project tasks, tracking progress, and adhering to governance requirements, with regular **status updates** to stakeholders.
- **Project Closure:** Skilled in working closely with BE leads to finalize all project tasks, secure **sponsor approvals**, log project learnings, and ensure compliance with **knowledge management and documentation standards**.
- **Data & Financial Analysis:** Strong abilities in **data cleansing**, conducting **financial/statistical analysis**, and using insights for **hypothesis testing** and process optimization.

## Achievements

- **Successful Project Delivery:** Delivered multiple projects across **various regions**, ensuring on-time and on-budget completion with full alignment to **BE objectives and governance requirements**.
- **Data-Driven Decision Making:** Led **data collection and financial/statistical analysis** for key projects, driving process improvements and ensuring project deliverables met business requirements.
- **Project Closure & Compliance:** Successfully finalized projects by securing sponsor approvals and ensuring compliance with **knowledge management** standards, improving project learning and documentation for future initiatives.

## Professional Experience

### Emirates Group, Dubai

*Senior Project Manager | Process Manager | Business Analyst | PMO*

*May 2023 – Present*

- **Project Definition & Planning:** Collaborated with **Business Excellence (BE) Leads** to develop comprehensive project proposals and charters, defining project scope, deliverables, timelines, and budget requirements.
- **Project Execution:** Actively supported project implementation by managing distributed tasks, conducting **data collection**, **financial analysis**, and **process modeling**, ensuring alignment with BE objectives.
- **Monitoring & Control:** Ensured timely execution of tasks and provided **regular status updates** to stakeholders, adhering to governance standards and project guidelines.
- **Project Closure:** Worked with BE leads to finalize tasks, secure sponsor approval, and document learnings in line with **knowledge management** standards.

### ITFAQ Global Systems & Software Trading LLC, Dubai

*Senior Business Analyst | Project Manager*

*Aug 2022 – Nov 2022*

- **Project Planning & Execution:** Collaborated with business stakeholders to define project scope, deliverables, and **resource requirements**, ensuring the alignment of all tasks with business objectives.
- **Data Collection & Analysis:** Conducted comprehensive **data cleansing** and **financial analysis** to support decision-making, helping BE leads test hypotheses and refine processes.
- **Project Monitoring:** Supported BE leads in monitoring project progress, ensuring that tasks were completed according to plan and that regular **status updates** were provided to stakeholders.

### ST Engineering Management Services Pte. Ltd., Singapore

*Program Manager | Process Improvement Lead*

*Dec 2012 – Mar 2021*

- **Project Definition & Resource Management:** Defined project scope and timelines in collaboration with cross-functional teams, ensuring resource allocation aligned with project objectives.

- **Project Execution & Analysis:** Managed the execution of distributed tasks, conducting **process modeling**, data analysis, and tracking progress to ensure projects were delivered on time and within scope.
- **Project Closure & Knowledge Management:** Finalized all project documentation, secured sponsor approvals, and logged lessons learned, ensuring that all documentation complied with **knowledge management standards**.

## Technical Skills

- **Tools & Platforms:** MS Project, Jira, Azure DevOps, Trello, Microsoft Dynamics
- **Methodologies:** Agile (Scrum, SAFe), Waterfall, Lean
- **Data & Financial Analysis:** Data Cleansing, Hypothesis Testing, Process Modeling
- **Governance & Compliance:** Project Governance, Stakeholder Reporting, Risk Management