

Siraj Shaikh

Email: doc_siraj@yahoo.com

Mobile No.: +971 564589865

Programme Management Leader | Senior Project Manager | Strategic IT Planner | PMO

- Proven leader with 15+ years of experience in programme management, PMO governance, and strategic business operations.
- Expertise in managing large-scale, complex programmes, fostering high-performance teams, and ensuring alignment with enterprise-wide goals.
- Adept at delivering operational plans, managing client relationships, and ensuring compliance with financial and KPI objectives.
- A champion of health, safety, and carbon reduction initiatives, driving continuous improvement through innovation and collaborative leadership.
- Possess a combination of management, business analysis, PMO and technology skills. Specialized in optimising business processes, resolving complex business challenges, enhancing efficiency and establishing governance models, accountability & KPIs.
- Seasoned PMP trained project manager with deep expertise in delivering challenging projects from budgeting to delivery, using Agile (SCRUM framework, KANBAN), traditional SDLC, and hybrid methodologies.
- A native English speaker having excellent written and verbal skills, with seamless command over business as well as technical communication crucial for bridging the gaps between business, processes and technology teams.

Key Skills:

- **Programme & Portfolio Management:** Extensive experience in managing large, multi-country programme portfolios, ensuring delivery on time, budget, and specifications.
- **Stakeholder Collaboration:** Strong skills in building and sustaining relationships with clients, suppliers, and internal teams, promoting collaboration across business units.
- **Strategic Leadership:** Expertise in defining and driving programme strategy, aligning with business goals, and ensuring adherence to financial targets, KPIs, and OKRs.
- **PMO & Governance:** Deep knowledge of PMO methodology, governance, and reporting, using data-driven insights to drive continuous improvement.
- **Operational Excellence:** Skilled in leading the delivery of operational plans, ensuring excellence in health, safety, and wellbeing across project portfolios.
- **Innovation & Thought Leadership:** Champion of innovation, promoting new ideas, processes, and technologies to enhance service delivery and achieve carbon reduction goals.

Professional Achievements

- **Programme Leadership:** Successfully managed multi-country, complex programmes with budgets exceeding \$10M, ensuring alignment with business strategy and delivering KPIs and OKRs.
- **Client Success:** Maintained strong client relationships across portfolios, resulting in repeat business and satisfaction scores above 90%.
- **Carbon Reduction Initiatives:** Led sustainability efforts across the portfolio, contributing to the net zero carbon transition by implementing green technologies and process innovations.
- **Operational Improvements:** Drove operational efficiencies across IT services, reducing downtime by 25% and achieving a 15% cost reduction through innovative service delivery models.

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Professional Experience

Emirates Group, Dubai

Programme Manager | PMO

May 2023 – Present

- **Programme Leadership:** Lead and manage a portfolio of complex, multi-country programmes, ensuring they are delivered on time, within budget, and aligned with client objectives.
- **Client Relationship Management:** Build and maintain strong relationships with clients, ensuring their strategic goals and objectives are met through proactive management and communication.
- **Financial Oversight:** Accountable for the financial performance of the programme portfolio, ensuring budgets are adhered to and cost management practices are followed.
- **Health & Safety Leadership:** Champion health and safety standards across the portfolio, fostering a culture of wellbeing and compliance with industry regulations.
- **Operational Planning:** Drive the implementation of operational strategies, aligning with the overall Mace strategy and delivering on KPIs and business outcomes.

ITFAQ Global Systems & Software Trading LLC, Dubai

Senior Business Analyst | PMO Lead

Aug 2022 – Nov 2022

- **Governance & Reporting:** Developed governance structures and reporting mechanisms for large IT projects, ensuring alignment with strategic goals and financial targets.
- **Strategic Planning:** Collaborated with senior management to define and implement strategic priorities and operational plans for key business units.
- **Innovation & Efficiency:** Championed process improvements, driving operational efficiency through the adoption of best practices and PMO methodology

ST Engineering Management Services Pte. Ltd., Singapore

Enterprise Analyst | Programme Manager | PMO Leader

Dec 2012 – Mar 2021

- **Programme Oversight:** Led the planning, execution, and governance of large, multi-country programmes, ensuring seamless integration across design, construction, and commissioning phases.
- **Leadership & Team Building:** Built and sustained high-performance teams across the programme portfolio, fostering collaboration and driving operational excellence.
- **Client & Stakeholder Engagement:** Owned client relationships, ensuring strategic objectives were met through effective communication, planning, and resource management.
- **Risk & Compliance Management:** Ensured compliance with industry standards and led the implementation of risk management processes to safeguard project assets and data.

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Technical Skills

- **Programme Management Tools:** Microsoft Project, JIRA, ServiceNow
- **Methodologies:** Agile (SCRUM, SAFe), Lean, Waterfall, ITIL
- **Data & Reporting:** Business Intelligence (BI) Tools, Financial Reporting
- **Innovation:** Digital Transformation, Carbon Reduction Technologies