





SUMMARY

Project Management Professional (Credentialed in Agile & Scrum) with 3+ years of experience planning, tracking, and delivering complex and data-driven projects in Agile environments. Skilled in project scheduling, documentation, and risk management to ensure timely, quality-driven outcomes. Proven ability to coordinate cross-functional teams, maintain stakeholder communication, and align project execution with business objective using tools like Jira, Asana and Trello for successful AI/ML and IT Industry project delivery.

SKILLS


-  Project Management
  - Project Coordination & Execution – *Scope Definition • Scheduling • Sprint Planning • Resource Allocation • Quality Assurance • Risk Assessment & Mitigation • Change Management*
  - Implementation Support – *Coordinating High-impact Projects • Managing Multiple Deliveries • Maintaining SOW & Reports • Procurement & Vendor Coordination*
  - Stakeholder & Team Management – *Relationship Building • Cross-functional Collaboration • Conflict Resolution • Meeting Facilitation • Status Reporting & Delivery Tracking*
-  Tools & Methods
  - Project Tracking & Collaboration – *Jira • Asana • Trello • MS Project • Slack • Time-tracking*
  - Technical Proficiency – *SDLC Understanding • Agile (Scrum/Kanban) • Basic AI/ML Concepts*
  - Documentation & Reporting – *Confluence • Notion • Google Workspace • Project Dashboards • Risk & Status Reporting*
-  Soft Skills
  - Team Coordination & Leadership • Analytical Thinking • Decision-making • Stakeholder Communication • Problem Solving & Adaptability • Continuous Learning Mindset*

EXPERIENCE

-  IMMENTIA

Technical Project Manager

May 2024– Present


  - Improved project efficiency by introducing actionable tracking and workflow standardization, which cut coordination overhead by 10%
  - Shortened delivery timelines by tightening scope controls, improving dependency mapping, and align sprints with release windows – binging launches forward by 1-2 weeks.
  - Reduced late-stage escalations by applying structured RAG status updates, risk registers, and change control processes.
-  TECH LOGANS


Lead Technical Project Strategist

Sep 2022 – May 2024

  - Accelerated task completion by 15% through clearer handoffs and tighter scope control, using requirements reviews and structured change requests
  - Reduced project disruptions by 20% with proactive risk identification and mitigation strategies, including tracking and contingency planning.
  - Minimized delays and extra costs by sequencing work across parallel streams with capacity planning, dependency mapping and milestone tracking.






EDUCATION

-  ATHENIA GLOBAL EDUCATION

Executive Diploma in Strategic Project Management [[Credential](#)]
-  UNIVERSITY OF SARGODHA

Masters of Science in Information Technology

CERTIFICATIONS

-  PMP Preparation (Technical Institute of America) – *Udemy* [[Credential](#)]
-  Generative AI Overview for Project Managers – Project Management Institute [[Credential](#)]
-  Scrum Fundamentals Certified (SFC) – *SCRUMstudy* [[Credential](#)]
-  Critical Thinking and Problem Solving – *British Council*
-  Leadership and Management – *British Council*