Sajid Mohammed,

PMP®, PMI-ACP®, SPOAC™, SMAC™

Project Manager

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Visa: H1B and C2C

Highlights of Qualification:

* Results-driven professional with over 16 years of experience in IT services and Program, Project, and Vendor management.
* Expertise in managing multi-million-dollar contracts, procurement processes, and IT vendor lifecycle, including selection, onboarding, negotiation, and contract execution.
* Specialized in managing MSAs with multiple SOWs, as well as fixed-bid, T&M contracts.
* Specialized in Budgeting, cost optimization, financial forecasting, reporting, and strategic planning.
* Experienced Senior Agile Program/Project Manager with a proven track record in financial management, strategic budgeting, and cost optimization for large-scale projects.
* Proven track record in leading cross-functional teams, driving large-scale transformation projects, and fostering collaborative, high-performance environments.
* Skilled in leveraging emotional intelligence and active listening to enhance stakeholder relationships and resolve conflicts
* Expert in Agile and Waterfall methodologies, with extensive experience in global project delivery across the Banking, Financial Services, Identity Access Management (IAM), Real Estate, Retail, Data Privacy (GDPR & CCPA), Travel, and Telecom sectors. Continuously upgraded skills through courses on digital transformation, Agile coaching, and advanced project management techniques.
* A highly experienced People Manager with over 10 years of proven success in hiring, acquiring, managing, and developing resources to drive organizational growth and achieve strategic objectives.
* Specialized in managing medium to large-scale enterprise multi-million-dollar transformation, transition, migration, and software deployment projects using IT SDLC and PMLC processes, tools, and techniques.
* Experience in leading initiatives across multiple geographies: US, EMEA, and APAC.

Areas of Proficiencies:

* **Business Skills:** Program/Project Management, Budgeting, Forecasting, and Financial Planning, Digital Transformation Leadership, Cloud Migration Strategies, Agile Coaching, People Manager, Global Project Delivery, PMO, Business Analysis, BPM & Data Mapping
* **Package/Tools:** Cloud Platforms (OCP, AWS, Azure), JIRA, Confluence, Azure DevOps (ADO), Tableau, MS-Project, MS-Visio, Lucid Chart, MS-SharePoint, OneTrust, VS Code, React.js, node.js, Git/Github, JEST, Playwright, SQL

Employment History:

**Principal Project Manager**

Discover Financial Services, IL-Remote **Dec 2022 – Current**

* Leading cross-functional project teams across regions to deliver data-driven cloud migration projects (PCF to OCP) and React Migration initiatives deliverables aligned with business objectives, completing projects on time and within budget.
* Managing vendor relationships by reviewing SOWs, and change requests, and ensuring deliverables are aligned with financial and operational goals.
* Facilitating requirements gathering and stakeholder communication, translating business needs into technical specifications, and ensuring alignment across teams.
* Managing complex dependencies and risks by tracking and resolving issues in real-time, utilizing Heat Maps & RAID logs to ensure transparency and mitigate project delays.
* Driving change management processes by following change controls, assessing impacts, and ensuring smooth transitions with minimal disruptions.
* Supporting Day 1 integration planning by organizing and aligning project tasks with regional requirements, ensuring seamless operations across different workstreams.
* Responsible for facilitating all Scrum ceremonies, such as Daily Standup, Sprint Planning, Sprint Review, and Sprint Retro, in addition to collecting and providing relevant data and metrics.
* Driving team discussion and collaboration, coaching Agile principles, facilitating Agile coaching workshops, and promoting a continuous improvement mindset, in addition to helping manage impediment removal by working closely with other teams and impacted stakeholders
* Scrum of Scrum meetings as needed to synchronize across teams and resolve blockers.
* Ensuring sprint goals stay on track and updating sprint activities in the agile planning and execution tracking tool.
* Assisting with status reporting, velocity metrics, and sprint accomplishments, in addition to socializing current risks and issues.
* Partnering with others in the agile community (Scrum Masters, APMs, and Agile Coaches) to drive technology-focused teams towards achieving Agile principles.
* Continuously upgrading skills through courses on digital transformation, Agile coaching, and advanced project management techniques to enhance team performance.
* Driving teams to improve agility practices and become more self-organizing.

**Senior Project Manager- IAM**

CBRE Inc, TX- Remote **June 2021 – Nov 2022**

* Led the migration project from FIM to SailPoint, ensuring seamless integration with various systems, including Workday, Service Now, Active Directory, and Microsoft Azure cloud.
* Requirement gathering, translating business needs into detailed project documentation, including Business Requirements Documents (BRDs), ensuring alignment with project objectives.
* Coordinated cross-functional teams to analyze and document current processes (As-Is) and design future state workflows, integrating best practices in Identity and Access Management (IAM).
* Managed the creation of process flows and system diagrams using Lucidchart, ensuring stakeholders had clear visual representations for process changes, system integration, and user journey mapping.
* Worked closely with technical teams to establish system requirements, validate design specifications, and ensure technical development adhered to project timelines and quality standards.
* Led testing and quality assurance efforts, ensuring that the SailPoint solution and its integrations met functional requirements and were successfully deployed.
* Facilitated communication between business stakeholders, technical teams, and other project managers, ensuring project milestones were met and risks mitigated, leading to successful project completion.
* Coordinate with external and internal stakeholders, including functional workstream leads, to maintain clear communication channels and align deliverables with integration goals.
* Developed and delivered executive-level reporting on project progress, risks, and milestones, ensuring leadership had clear visibility into project health.

**Project Manager- Data Privacy**

Lincoln Financial Group, NC- Remote  **Nov 2020– May 2021**

* Review existing charts detailing HR applications and personal information shared and received through those applications.
* Identify other HR assets containing personal information.
* Outline all processing activities for each application/asset.
* Conduct Process mapping (with/Visio diagrams) for all the processing activities.
* Define a process to verify employees or former employees who are not Lincoln customers under the regulations supporting the CCPA.
* Define a process wherein HR collects data responsive to a DSAR and documents that data in a format that Lincoln’s Corporate Privacy Office can incorporate into its existing enterprise DSAR process.
* Define how Personal Information held by HR will be incorporated into the existing enterprise Data Subject Access Request (DSAR) process.
* Implement DSAR and Opt-in & Opt-out processes (whether automated or manual).
* Define how Personal Information held by HR will be deleted in response to a verified consumer request to the extent required by the CCPA.

**Agile Project Manager**

Macy’s Systems and Technology Inc, OH **Nov 2019–Oct 2020**

* Collaborated with stakeholders to define and prioritize the product backlog for store systems, including Point-of-Sale (POS) applications, ensuring alignment with business objectives and customer experience goals.
* Led the design and delivery of key features for POS systems, such as integrated payment processing, real-time inventory tracking, and seamless customer loyalty program integration.
* Led the effort to improve mobile POS solutions and contactless payment methods, enhancing the customer checkout experience.
* Collaborated with vendors on T&M and fixed-bid contracts to deliver change requests/ projects.
* Regularly interfaced with store managers, IT teams, and third-party vendors to align on product requirements and resolve operational challenges.
* Coordinated training programs for store staff on new POS functionalities and provided ongoing support to address any technical issues post-implementation.
* Responsible for managing the Scrum process and ensuring the team adheres to Scrum values.
* Facilitate the daily stand-up meetings, sprint planning, story walkthrough, and estimation and review meetings.
* Led efforts to improve resource allocation and efficiency, ensuring team roles were clearly defined and progress was effectively monitored.
* Responsible for presenting the project status in the Scrum of Scrum meetings.
* Produce, drive, and manage project schedules, status, resources, deliverables, issues, risks, and timelines throughout the project.
* Managed all projects and some program-related activities and be responsible for the execution, final delivery, and release of the product.
* Developed and managed project schedules status, resources, deliverables, risks and issues, and timelines throughout the project with input from the product owner, business partners, and project team.
* Ensured deadlines are met by facilitating resource planning, organizing, and prioritizing.
* Kept management and key stakeholders well informed on a timely basis on project progress, status, and/or concerns for each assignment.

**Project Manager- Data Privacy**

Flight Centre Travel Group, NJ **May 2018–Oct 2019**

* Managed and delivered the project as required to meet California and EU legislation compliance.
* Engaged application Subject Matter Experts, defined high and detailed levels of the processing activities carried out, other applications assets implicated, and specific data elements handled.
* Created a CCPA and GDPR-compliant register containing a categorized list of attributes including their source, and location where they are stored.
* Implemented strategic risk management practices by identifying potential issues, developing mitigation strategies, and escalating unresolved risks as needed.
* Developed remediation and change strategies in areas such as retention, storage, sharing, and access to personal information.
* Create a plan that outlines the proper storage/handling of PII in printed reports, soft copies, and non-electronic PII i.e. business cards.
* Created a document outlining PII data that will be masked in reports and removed from reports.
* Updated business process documentation and training materials for handling printed reports, soft copies, and other non-electronic forms of PII.
* Created a plan to migrate processes that collect PII verbally into electronic screens with consent mechanisms.
* Work with DPA to update privacy and data privacy policies to include new GDPR & CCPA requirements.
* Created a document that contains a categorized list of attributes, their source, and the locations where they are stored; categorizing by required, nice-to-have, or not needed

**Senior Project Manager- Data Privacy**

Fitch Ratings, NY **Sep 2017–Apr 2018**

* Responsible for developing and implementing overall GDPR & CCPA programs.
* Managing multiple stakeholders working groups, and IT resource relationships to ensure ownership and success based on the implementation plan.
* Working closely with all business and technical leads across Fitch (Fitch Learning, Fitch Group, Fitch Solution, Fitch Ratings, and Common IT Deliverable) to support them and ensure they are taking appropriate responsibility for the GDPR program's success.
* Defining GDPR project scope, creating scope baseline, defining all technical and non-technical work packages/activities for each business group per identified impacted system, sequencing them, and developing a program-level larger plan.
* Assigning work packages to the system owners in JIRA and maintaining the same in Confluence.
* Working closely with all application/System leads to make certain they understand the work packages and overall scope of the project.
* Creating work schedules to ensure the timely completion of phases and projects.
* Ensure that teams prepare and record the necessary artifacts at various stages of projects as well as communicate with the appropriate governing bodies.
* Identify, track, and mitigate risks and dependencies; present and manage changes to project plans, scope, and deadlines.
* Providing status reports and detailed updates regarding project milestones, deliverables, dependencies, issues, and risks continuously to all key stakeholders including SteerCo, and project teams.
* Lead status meetings and escalate issues as necessary.

**Project Manager**

JP Morgan Chase & Co, NJ **Sep 2016–Aug 2017**

* Worked closely with internal users to understand the business's current situation and requirements and coordinate with the dev team to meet the established objectives for an in-house Big Data project.
* Monitoring project progress by tracking activity, removing impediments, and providing directions to team members for resolving issues.
* Managing client expectations and relationships through on-site meetings, weekly status calls, and sprint reports.
* Establishes project requirements, priorities, and deadlines.
* Develop, prioritize, and track action items and issues.
* Develop and share status and dashboard reports as required by senior management.
* Act as a communication channel between Technology and the business for ongoing project management status and issues, opening communication channels, coordinating messages, and managing business expectations.
* Ensure projects adhere to IT compliance procedures and validation requirements.
* Creating and maintaining all appropriate project artifacts, including project schedule(s), risk and mitigation plan, issue log, and reporting.

**Program Manager- PSG/ Delivery**

Intense Technologies Ltd, India, UK, & Africa **Feb 2015 –Aug 2016**

* Acted as a vendor for clients under fixed-bid and T&M contracts, ensuring project success and adherence to SLAs.
* Led end-to-end financial oversight on multiple fixed-bid projects, ensuring on-time delivery within financial constraints.
* Led contract review and procurement-related risk assessments to ensure compliance with industry regulations and best practices.
* Directed IT procurement processes and investment planning for high-budget programs, achieving a reduction in project costs.
* Orchestrated the procurement of IT resources and services in international markets (India, UK, and Africa), coordinating the negotiation, drafting, and management of contracts.
* Delivered IT solutions for telecom and BFSI clients, optimizing client engagement and ensuring contract compliance.
* Established and maintained comprehensive project plans, ensuring on-time and on-budget project delivery.
* Collaborated closely with businesses to define project objectives, deliverables, and success criteria, aligning their goals with project outcomes.
* Successfully managed project budgets, ensuring strict adherence to financial guidelines while maintaining profitability.
* Mentored and coached project managers, providing guidance on best practices for program execution, risk management, and stakeholder engagement to ensure consistent and high-quality delivery.
* Led conflict resolution and issue management efforts, proactively addressing challenges within the program to maintain momentum and achieve milestones.
* Effectively managed resource allocation, balancing workload and priorities across multiple projects to maximize productivity and meet project deadlines.
* Build and maintain rapport with global external project stakeholders. Escalation handling and providing resolution to the client.
* Managed project risks and issues with a proactive approach, resulting in reduced project delays, and increased customer confidence.

**Project Manager- Delivery**

IBM USA & India **Dec 2011 –Feb 2015**

* Led IT procurement processes for third-party vendor contracts, ensuring alignment with business requirements, cost-effectiveness, and vendor compliance.
* Spearheaded vendor selection lifecycle, including technical and commercial negotiations, for fixed-bid contracts.
* Managed procurement processes for IT applications, ensuring optimal investment planning and ROI.
* Managed vendor and partner relationships, including contract negotiations, reviewing Change Requests (CRs), and managing Statements of Work (SOWs) to meet project timelines and objectives.
* Collaborated closely with vendors and stakeholders to ensure smooth delivery of fixed-bid contracts, negotiating adjustments to align with project budgets and timelines.
* Developed detailed project timelines and roadmaps for fixed-bid contracts, ensuring all milestones were met while avoiding scope creep and delivering on time.
* Proactively identified potential delays and implemented mitigation strategies to keep the project aligned with its fixed schedule.
* Developed and implemented investment planning strategies to optimize IT spending across multiple projects, driving cost savings through effective contract management.
* Addressed procurement issues during the contract lifecycle by working closely with finance and sales to ensure contract compliance, timely delivery, and mitigation of risks.
* Ensured and met business Compliance and Risk.
* Managed system integration with CRM, SC, and Billing Systems.
* Led requirement gathering/ elicitation using interviews, document analysis, requirement workshops, and surveys.
* Created and reviewed CBR/BRD, SOW, Solution, Project Evaluation Report, and Performance Test Plan.
* Developed, implemented, and maintained the Project management plan, including risk management, and communication plan.
* Created RFC (Request for a change), obtained security approvals (Application/Database change), explaining and obtaining approvals from all stakeholders in Maximo for every release.

**Business Analyst**

Wipro Ltd, USA, UK & India **Jan 2008 – Nov 2011**

* Worked with various Wipro's Consumer Electronic clients including Dell Inc, Eastman Kodak Company, & Banking Client Lloyds Bank, UK. Developed and Delivered various software/firmware and web-based content management tools and Call Centre Applications.
* Collect data from business users and analyze the Requirement Documents, reviewing the Use case definitions and Use Case Models.
* Helping the developers understand the needs of the customer/client.
* Coordinating with the Offshore and the Onsite software development teams to support the software analysis and design.
* Writing Functional Specifications and communicating them to development and testing teams.
* Participating regularly in Review meetings with Project Manager, Architect, and Application System Engineers.
* Conducting Joint Application Development (JAD) sessions to develop and agree upon a system that focuses on the business requirements.
* Interacting with the users for system study, requirements gathering, analysis, and testing of the system.
* Participating in the complete range of project activities, starting from conceptualization, testing, and maintenance.
* Reviewing Test Scenarios and helping improve the overall quality of the delivered project.
* Reporting Defects observed while working with the application and getting them resolved.

**Software Engineer**

IBM India **Dec 2006– Dec 2007**

* Requirement gathering, analysis, and design for CRs.
* Writing change request documents, and functional requirement documents.
* Coordinating with various people/teams on the client side to help complete certain tasks for the client, and maintain/publish various process-related reports for the client as & when required.
* Managing Log, Error & Alert Reports daily.
* Working closely with Database Administrators, Application Support Team, and other groups to provide fast problem resolution.
* Helping the L1 engineers in resolving the technical issues of the billing processes and monitoring logs and maintaining a backup of logs.
* Configuration and Deployment of DCM, iECCM-6.5, UniServe-6.8 Tool on AIX server.

Education:

Master of Computer Application (MCA) I.K Gujral University, July. 10

Bachelor’s in Information Technology Manipal Institute of Technology, Jan. 04

Certifications & Continuous Learning:

PMP® Mar. 18

PMI-ACP® Nov. 18

Scrum Master (SMAC™) Oct. 16

Product Owner (SPOAC™) Sep. 16