



SID XY

Management Professional

Management professional with 7+ years of experience in development and corporate sectors. Expertise in project management, strategic partnerships, and achieving impactful outcomes. Proven ability to lead cross-functional teams and deliver high-quality solutions through agile methodologies.

Contact

+92-345-1234567

xyz@gmail.com

linkedin.com/in/sid-xy-123456c4

Peshawar

Education

MS Management

XYZ University
2018-2020

Masters in English Literature & Applied Linguistics

XYZ University
2015-2017

BBA

XYZ University
2011-2015

Experience

Grants Specialist

XYZ Chamber

June 2024 - Sep 2024

- Strategized and managed EU grant acquisition, ensuring compliance and preparing project proposals.
- Collaborated with teams to draft grant proposals and develop detailed budgets.

Project Manager / Scrum Master

XYZ Consultants

Feb 2024 - June 2024

- Led cross-functional teams in agile methodologies, facilitating Scrum ceremonies and stakeholder communication.
- Focused on continuous improvement, conflict resolution, and delivering high-quality architectural solutions.

Report Writer

XYZ, Peshawar

Mar 2024 - May 2024

- Directed a team of 30 professionals on IoT and AI solutions aligned with the SDGs.
- Conducted nationwide training programs for over 1,400 municipal officers, emphasizing digitization in public service.

Project Manager

XYZ Center, Peshawar

Jan 2023 - Nov 2023

- Directed a team of 30 professionals on IoT and AI solutions aligned with the SDGs.
- Conducted nationwide training programs for over 1,400 municipal officers, emphasizing digitization in public service.

Senior Business Analyst and Scrum Master

XYZ (Pvt.) Ltd.

Aug 2021 - Dec 2022

- Led research efforts for internal investment projects and identified new business development opportunities.
- Coordinated cross-functional teams for the Concave Agri venture, using Trello and Perdo to track progress and meet bi-weekly goals.

Certificate

2021

Certificate in Agile Methodology

Personal Projects

2019

Conducted training of bankers at National Bank on communication

2018

Shield awarded by Chief Minister for representing XYZ organization

2013

Mentored children at an orphanage

Skills

Organized	●	●	●
Communication	●	●	●
Teamwork	●	●	●
Coaching	●	●	○
Critical thinking	●	●	●
Agile Methodology	●	●	○
Events Management	●	●	●
Outreach	●	●	●
Project Management	●	●	●
Presentation	●	●	●
Cultural Sensitivity	●	●	●
Leadership	●	●	●

Research Analyst

XYZ (Pvt.) Ltd. Feb 2020 - Aug 2021

- Researched and developed new business ventures, including launching the Concave Ventures initiative with multiple start-ups.
- Reported directly to C-suite, providing insights for corporate growth.

Officer Media & Publications

XYZ, Peshawar Jan 2018 - Oct 2019

- Managed media relations with leading outlets and developed annual publications.
- Acted as Assistant Coordinator for the International Office and organized large-scale formal events.

Scopist

XYZ Global Market Intelligence Nov 2017 - Dec 2017

- Attended and transcribed high-profile business meetings with a 94% accuracy rate.
- Conducted data analysis to support market intelligence efforts.

Journalist & Editor

NY Times Aug 2015 - Mar 2016

- Reported on a wide range of topics, conducting in-depth research and interviews.
- Edited articles to ensure clarity and adherence to editorial standards, contributing to high-quality journalism.

Head of Media Team

DYS Apr 2015 - July 2016

- Led content creation and communications strategy for a high-impact event.
- Produced promotional materials and handled media relations to boost event visibility.

Language

English	Urdu	Pashto
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Reference

ABC Director	ABC & Partners +123-456-7890
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