Maham Taj

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Home: Tampere, (Finland)

ABOUT ME

I am an experienced project manager, holding International Project Management Association and Scrum Master certifications. I have demonstrated my ability to quickly overcome new challenges and deliver results on time and within budget in several projects. Currently residing in Finland, I am eager to establish a long-term professional presence here by seeking employment opportunities that align with my skills and aspirations. I am looking forward to joining an organization where I can leverage my experience, learn new things, and make significant contributions.

WORK EXPERIENCE

Trainee
HappyOrNot (Tampere, Finland) [01/2024 – 26/01/2024]

1. Actively practiced Scrum principles as part of Scrum team.
2. Effectively performed Salesforce Administrator tasks such as mass updating records, creating and testing Assignment Rules etc.
3. Salesforce CPQ Product Rules creation, testing, and troubleshooting.
4. Device preparation, setup, and final testing of a production batch of 100 new devices.

Project Coordinator
Punjab Information Technology Board (Lahore, Pakistan) [07/2021 – 11/2022]

1. Maintained regular communication with stakeholders to manage expectations and address concerns.
2. Organized stakeholder meetings, workshops, and events to ensure strong collaboration.
3. Maintained effective communication and feedback between the project team and stakeholders.
4. Collected and analyzed customer satisfaction data to track success and provide regular reports to senior management.

Regional Manager
Punjab Information Technology Board (Lahore, Pakistan) [07/2020 – 06/2021]

1. Provided leadership and guidance to site teams, fostering a collaborative and high-performance work environment.
2. Accountable for resource forecasting to ensure adequate support for project activities.
3. Played a crucial role in project execution, ensuring that all project milestones were met on time and within budget.
4. Maintained a strong focus on stakeholders' satisfaction, timely addressed all concerns, and met expectations.

Operations Executive
Punjab Information Technology Board (Lahore, Pakistan) [06/2017 – 06/2020]

1. Fostered strong collaboration with vendors, and cross-functional departments to ensure seamless communication.
2. Assisted in project budgeting, monitoring expenditures, and effective utilization of project funds.
3. Identified opportunities for improvements and implemented strategies to enhance operational efficiency.
4. Maintained project documentation, including agreements, contracts, and financial records.

SKILLS

Project Management Expertise:

Scrum Methodologies, Project Management, Stakeholder Management, Agile Methodology, Risk Management (SWOT), Gantt Chart, Work Breakdown Structure (WBS), Critical Path Method (CPM), MS Project.

Programming Languages:

Python, C++, JavaScript, HTML, CSS, SQL and MySQL.

Tools and Technologies:

Pycharm, MS Visual Studio, MS Visual Studio code, MS SQL Server, Workbench, GitHub, Jira, Confluence and Asana.

Good understanding of DevOps tools, CI/CD and Docker Containers.

Certifications:

IPMA ICB Certification (PMAF) 10/2023

International Project Management Association. 1. Introduction. The IPMA Individual Competence Baseline (IPMA ICB®) is the global standard for individual competence in project, program and portfolio management.

Project Management (Åbo Akademi University) 10/2023

Successfully studied this online course as an adult learner.

Professional Scrum Master 1 certification (Scrum.org) 9/2023

PSM I certification demonstrates a fundamental level of Scrum mastery with the understanding of Scrum as described in the Scrum Guide and implementation in Scrum Teams.

Programming 1: Introduction to Programming (Tampere University) 7/2023

Successfully studied this online course as an adult learner from Tampere University.

EDUCATION AND TRAINING

Full Stack Web Development Bootcamp
Coderdash [12/2023 – Current]

City: Tampere
Country: Finland
Website: https://codersdash.com/

Finnish Integration Training
Arffman Finland Oy [05/2023 – Current]

City: Tampere
Country: Finland

Bachelors of Science in Electrical Engineering (Telecommunication)
FAST - National University [09/2012 – 08/2016]

City: Lahore
Country: Pakistan
Website: https://lhr.nu.edu.pk/

LANGUAGE SKILLS

Mother tongue(s): **Urdu**

Other language(s): **English (Fluent)** | **Finnish (Basic)**

HOBBIES AND INTERESTS

My Interests

- Travelling
- Fitness Enthusiast
- Cooking
- Sports
- Skill development

REFERENCES

References can be provided upon request.