

Moiz Saif

Project Manager & Certified Scrum Master with **6+ years of experience** leading **Agile** and hybrid delivery across **SaaS, FinTech, ERP, and banking domains**. Adept at facilitating Agile ceremonies, designing engaging workshops, and applying servant-leadership principles to empower teams and foster psychological safety. Skilled in **Jira workflow automation, backlog management**, and building **dashboards** to enhance **stakeholder transparency**. Known for adaptability, **Kaizen mindset**, and bridging business and technology to deliver digital experiences at scale.

WORK EXPERIENCE

I2c inc. (Payments & Banking) - Project Manager

Pakistan, Lahore

MAY/2022 - Jul/2025

- Led **40+ SaaS implementation projects**, managing full delivery lifecycle across North America, LATAM, and MENA.
- Facilitated Agile ceremonies (planning, stand-ups, reviews, retrospectives), applying **interactive techniques** to improve engagement.
- Designed and automated **Jira workflows, dashboards, and ticketing systems**, reducing manual effort and improving SLA adherence by 30%.
- Introduced **centralized reporting dashboards** for milestones, resource allocation, and SLA metrics.
- Applied **RACI charts and governance models** to clarify accountability across stakeholders.
- Acted as servant-leader, **removing blockers**, coaching teams toward self-organization, and fostering high-trust environments.
- Delivered **process improvements** in onboarding, integration, and SLA tracking, aligning delivery with business outcomes.
- Supported budget/resource tracking via Smartsheet/MS Project, reporting variances to stakeholders.

Tech Tools & Skills: Jira (automation & reporting), MS Project, Smartsheet, Make.com, Postman, Swagger, Notion, and ClickUp

Techverx llc (IT/software) - Project Coordinator -

Pakistan, Lahore (Hybrid)

Aug/2021 - May/2022

- Managed Agile delivery of web and mobile apps in **e-commerce and healthcare sectors**.
- Translated business requirements into **user stories, acceptance criteria, and roadmaps**.
- Facilitated workshops with **Miro** to align teams and improve onboarding flows.
- Reported project progress, risks, and opportunities through **visual dashboards and Gantt charts**

Tech Skills: Jira, Miro, Notion, Smartsheet, MS Project, Agile (Scrum, Kanban, SAFe)

Project Coordinator – Dynexcel (ERP Scale-up)

Lahore, Pakistan (Hybrid) | Oct 2020 – Jul 2021

- Delivered Odoo ERP projects, integrating ERP, CRM, and POS systems.
- Facilitated cross-team coordination and **retrospectives** to drive continuous improvement.
- Applied Agile metrics (velocity, cycle time) to monitor efficiency and delivery flow.

Tools & Skills: Jira, ClickUp, Odoo ERP, MS Project

CONTACT DETAILS

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Finland

Technical Skills:

Core Competencies:

Agile (Scrum, Kanban, SAFe, Waterfall, Jira Administration & Reporting, RACI Matrix, Velocity & Story Pointing, Workflow Automation, Gantt Charts (Smartsheet/MS Project), Process Improvements, Stakeholder Engagement, Resource Planning, Training & Enablement

Tech-stack:

REST APIs, Swagger, Postman, SaaS architectures, ERP integrations

Cloud & Infrastructure:

Familiar with cloud services (AWS, GCP), CI/CD pipelines

Tools: Jira, Notion, Confluence, Teams, Slack, Clickup, Monday, Smartsheets, MS PM, Make.com, Figma, Salesforce, Hubspot CRM.

CERTIFICATIONS

CSM (2025)

Google PMP(2023)

Lean Six Sigma (2023),

GenAI for PMs (2025)

LANGUAGES

English (B2)

German (A2, Improving)

Finnish (A1)

Urdu (native)

EDUCATION

Beaconhouse National University,

Bsc. Software Engineering
(GPA 3.5/4.0)

Pakistan, Lahore, 2014 - 2018

Project Coordinator – Mass Solutions

Lahore, Pakistan (Hybrid) | Feb 2019 – Sep 2020

- Delivered Odoo ERP projects, integrating ERP, CRM, and POS systems.
- Facilitated cross-team coordination and **retrospectives** to drive continuous improvement.
- Applied Agile metrics (velocity, cycle time) to monitor efficiency and delivery flow.

Tools & Skills: Jira, Trello, Hubspot, Magento, Wordpress,

Key Projects

- **Wealthsimple Visa Credit SaaS Implementation (2024)** – Agile Lead
Manager: Jira/Confluence, REST APIs, UX enhancements.
- **Belize Bank Data Migration (2024–2025)** – **Project Manager:** SaaS
migration & dashboards with Smartsheet/Jira.
- **Quore Healthcare App (2021–2022)** – **Product Owner:** Backlog
management, user story creation, adoption flows.