

FAISAL RAHEEM

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Summary

A highly accomplished and certified Scrum Master with a track record of driving Agile success in diverse software development environments. Proficient in all aspects of Scrum methodology, I have consistently led cross-functional teams to deliver exceptional results by fostering a culture of collaboration, transparency, and continuous improvement. With a strong aptitude for removing impediments, coaching team members, and ensuring the adoption of Agile best practices, I have consistently optimized project delivery, enhanced team performance, and exceeded stakeholder expectations. My adept communication skills, servant leadership, and dedication to Agile principles make me a valuable asset for any organization seeking to achieve efficiency, quality, and customer satisfaction.

Skills

- Agile Project Leadership
- Project Management
- Project Planning and scheduling
- Agile/Scrum
- Risk Management and mitigation
- Business Analytics
- Time Management
- Team coordination and leadership
- Cross-functional communication
- MS Project
- Primavera P6
- MS Visio
- Jira
- Miral
- MS Office

Experience

Data Communication & Control
Pvt. Ltd

| Karachi, Pakistan

Assistant Project Manager

January 2009 – Current

- Prepared Gantt Charts, WBS, Excel sheets, reports, and PowerPoint presentations for cross-functional team meetings, ensuring clear project communication.
- Demonstrated exceptional organizational skills by planning and managing detailed schedules for multiple team members, enabling the timely completion of projects.
- Organized and able to plan detailed schedules for multiple people to meet deadlines and complete projects in a timely manner.
- Collaborated with project manager to independently manage smaller projects or contribute to tasks and activities on larger projects.
- Led the coordination and monitoring of project schedules, resources, equipment, and information to ensure successful project execution.
- Presented milestone progress and key risk and issue updates in weekly and monthly management meetings.
- Effectively communicated project requirements to relevant departments and employees to maintain project progress.
- Coordinated instrumentation teams, determined priorities, and organized work to ensure safe and efficient project completion.
- Conducted ongoing site work oversight, including directing testing, maintenance, and repairs.
- Managed project resources and resolved supply-chain and logistics issues as needed.
- Developed and tracked project milestones to ensure on-time and on-budget project delivery.
- Maintained control over budgets, schedules, and scopes to keep project teams on task and on budget.
- Met with stakeholders to discuss project goals, needs, and expectations.
- Performed thorough risk assessments and implemented management and

Nexus HRS
| Karachi, Pakistan
**Project Management
Consultant**
January 2023 – Present

- response strategies to prevent roadblocks.
- Consistently submitted project deliverables to clients, meeting or exceeding quality standards.
- Engaged with key stakeholders to understand project requirements and objectives.
- Managing projects using Agile Methodology.
- Developing Project Management Plans and Project Schedules using MS Project and Excel.
- Creating Project WBS, Cost Baseline, Stakeholder and Risk Registers.
- Allocating appropriate resources needed to reach project and manage resources in an effective and efficient manner
- Prepare budget based on scope of work and resource requirements. Track project costs in order to meet budget.
- Measure project performance to identify areas for improvement.
- Responsible for creating, developing and improving project strategies.
- Providing project updates on a consistent basis to clients and management by Project Reports and Charts.
- Utilizing industry best practices, techniques, and standards throughout entire project execution.
- Managing Change Requests and created Change Control Strategies to control and monitor changes.
- Daily Standups Meetings and Sprint Reviews.
- Creating Project Backlog, Epics, Issues, Sprints and Project tracking charts using JIRA.

Pak Safety and Security Systems
| Karachi, Pakistan
**Project Management
Consultant**
April 2020 – Oct 2021

- Gain complete knowledge of the on-going process, analyzed the loop holes
- Identified stakeholders, gather the requirements from all stakeholders and managed stakeholders' expectations throughout the project.
- Successfully implemented an ERP to make their process efficient.
- Developed Project and Business Plans.
- Performed Risk Assessment activities during initiation, planning and executing phase and developed risk response plan.
- Prepared RFI, RFQ and other procurement documents.
- Developed agreement between company and Vendor.
- Created Project Schedule and arranged a formal approval meeting at completion of every milestone.
- Developed communication strategies, change management plan and maintenance contract for future enhancements.
- Performed Quality Assurance activities at every milestone and developed quality plan to maintain quality standards.
- Maintained control over the project by measuring performance and determined variances from the plan.
- Created lesson learned repository and updated it when there is a change in plans.

Education

Mohammad Ali Jinnah University | Shahrah-e-Faisal, Block 6 PECHS, Karachi, Pakistan

MS Management Sciences (specialized in Project Management)

2019

Mehran University of Engineering & Technology | Indus Hwy, Jamshoro, Sindh 76062, Pakistan

Bachelor of Engineering in Electronics Engineering

2008

Certifications and Training

Certified Scrum Master (CSM)

Scrum Alliance®

Aug 2023- Aug 2025

**PEC (Pakistan Engineering
Council)**

Lifetime Membership

Project Management Professional (PMP)

Training Completed