Shiza Rizvi

Scrum Master/Associate Project Manager

LinkedIn Profile: <https://www.linkedin.com/in/shiza-rizvi-a19a5191/>



Address:

503, Prangan Tower,

Vaishali,

Ghaziabad-201011 (U.P.)

INDIA

Contact:

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9911220408

**EXPERTISE**

Allocating resources, Presentation and public speaking, Critical thinking, Problem-solving, Contract negotiation, Conflict resolution, Adaptability, Stress management, Planning.



**EXECUTIVE PROFILE:**

**Scrum Master | Project Manager Education & Certifications:**

* Good experience in dealing with clients and managing team.
* Certified Scrum master from Scrum Alliance.
* Coordinate and ensure status and reporting & Inspection protocols.
* Ability to manage multiple tasks with excellent follow through, professional communication, and attention to detail.
* Ability to prioritize and quickly shift priorities, ability to quickly adapt to dynamic building process.
* Excel in team collaboration and brainstorming solution.
* Some knowledge and hands-on experience of technical implementations of large scale, robust web/mobile applications.
* Good knowledge of Waterfall Approach.
* Good knowledge of Agile, Scrum.

*CSM (Certified Scrum Master-Scrum Alliance, 2021)*

*CAPM Training Certification (Simplilearn, 2021)*

*Agile Scrum Foundation Training Certification (Simplilearn, 2020)*

*Agile Scrum Master Training Certification (Simplilearn,2021)*

*B.Tech( Electronics & Communications)*

2006-2010

10+2 | PCM | 2006 | CBSE

10th | 2004 | CBSE

**SKILLS**

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| --- | --- |
| ***Knowledge & Technical Skills*** |  |

Waterfall Model

SCRUM (CSM)

XP

Kanban

TDD

Spread Sheets

Creating & Publishing Dashboards

Technical Writings

***Management Skill***

Project Management

Project Scheduling & Strategic Planning

Team Management

Lean Thinking

Scrum

Agile Management

Agile Scrum Methodology

Quality Management

Performance Tracking

Leadership

|  |
| --- |
| ***Software***  Working Knowledge |
| MS PowerPoint |
| MS word  MS Excel  Jira  Zoho  Wordpress |

***Experience:***

## Dheights Studio *- Associate Project Manager(Scrum Master)*

Feb 2016 - May 2019

* Good experience in dealing with clients and managing team.
* Coordinate and ensure status and reporting & Inspection protocols.
* Ability to manage multiple tasks with excellent follow through, professional communication, and attention to detail.
* Manage and revise the Project Schedule.
* Ability to prioritize and quickly shift priorities, ability to quickly adapt to dynamic building process.
* Excel in team collaboration and brainstorming solution.
* Some knowledge and hands-on experience of technical implementations of large scale, robust web/mobile applications.
* Gathering and updating project materials, completing budgeting, forecasting, project documentation, business flows, and lessons learned documents.
* Scheduling and allocating work, providing advice and guidance, and resolving problems to meet technical performance and financial objectives
* Coordinate all Scrum Ceremonies including Sprint Planning, Daily Stand-ups, Sprint retrospectives, Sprint Demos, Story Grooming, and Release Planning.
* Assist in defining and deploying new product development processes and in facilitating the continuous improvement of existing processes.
* Liaising between developers and project stakeholders; fostering quality communication between engineering disciplines.

## Mastermind Education Academy *- Assistant Project Manager*

August 2012 - Feb 2016

* Schedule Management – Develops and maintains basic work plan for smaller projects and manages critical path.
* Working with Design Team to create workflow efficiencies and clarity around work priority
* Work to eliminate barriers related to breakdowns or gaps in process and works to continuously improve guidance documentation and implementation framework.
* Assist Project Managers and Senior Project Managers to manage their projects like scheduling and organizing meetings.
* Work with the business to develop on going performance metrics relative to the project.
* Assists in the development and implementation of an approved process and application development methodology.

PERSONAL DETAILS:

DOB: 15/07/1988

Marital Status: Married

Husband’s Name: Mr. Ali Hilal Zaidi

Languages: Hindi, English, Urdu

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_ (Shiza Zaidi)