Sharique Shamim

Project Manager
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PROFESSIONAL SUMMARY

I am performance-driven and solution-focused Project Manager having more than 8 years of experience in diverse business domains of E-Governance, HRMS, Oil & Gas, Retail Industry. I have a strong background as Business strategist to plan and manage multimillion-dollar projects aligning business goals with technology solutions to drive process improvements, competitive advantage and bottom-line gains.Moreover, Excellent communicator who leverage technical, business and financial acumen to communicate effectively with client executives and their respective teams.

Countries worked - USA, Malaysia

ENGAGEMENTS

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.

- Organizing, attending and participating in stakeholder meetings.

- Documenting and following up on important actions and decisions from meetings.

- Preparing necessary presentation materials for meetings.

- Ensuring project deadlines are met.

- Determining project changes.

- Providing administrative support as needed.

- Undertaking project tasks as required.

- Developing project strategies.

- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.

- Assess project risks and issues and provide solutions where applicable.

- Ensure stakeholder views are managed towards the best solution.

- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.

- Create a project management calendar for fulfilling each goal and objective

TECHNOLOGIES

- Microsoft Visio, Microsoft Word, Microsoft Excel, Microsoft point.

- Rally, Jira, Mantis.

RECENT PROFESSIONAL EXPERIENCE
Company: WHISHWORKS IT Consulting
Customer: TLC
Role: Senior Business Analyst
Duration: April 2020 to October2020

- Conduct user interviews, articulate business requirements and further convert the requirements in-to functional specifications.
- Preparing logical data models with workflows and supporting documents containing essential business elements, detailed definitions, use cases and descriptions of the relationships between data elements.
- Collaborating with the industry subject matter experts on industry initiatives to establish the business vision and analyse trade-offs between usability and performance needs.
- Preparation of Business Requirement document (BRD),
- Responsible for production support, roll out enhancements from business analysis, testing (UAT), migration and go-live assistance till post implementation support.
- Detailed explanation of Use Cases to Development and Acceptance Criteria to the QA Teams.
- Partnering with development leads to identify opportunities for better collaboration and process improvements.

- **Technologies Used: Microsoft Visio, Google IO, Microsoft Word, Microsoft Excel, Microsoft point , Jira, Rally.**

Company: Emerson Automation Solution
Customer: Gas Malaysia Berhad
Role: Business Analyst
Duration: August 2018 to March 2020

PipelineTransporter, PLT,Gas Management System is the software package to help Gas Distribution Companies to automate their business processes on Common Carrier pipelines. PLT has been designed to meet legal, commercial, and operational objectives for such Companies.
PLT interfaces with additional third party components, such as SCADA system, gas measurement system, modelling system, and billing systems.
PLT also provides a mechanism to capture and submit gas nominations, balance shipper accounts and interface with the month-end billing system for invoice processing. The PLT software package consists of a number of automated processes and maintenance procedures separated into different modules, which are composed of a specific group of screens. So, this provide complete package of Gas Management system to the Customers.

- Conduct user interviews, articulate business requirements and further convert the requirements in-to functional specifications.
- Preparing logical data models with workflows and supporting documents containing essential business elements, detailed definitions, use cases and descriptions of the relationships between data elements.

- Collaborating with the industry subject matter experts on industry initiatives to establish the business vision and analyse trade-offs between usability and performance needs.
- Closely coordinate with users and developers for arriving at mutually acceptable solutions.
- Preparation of Business Requirement document (BRD), FDS, High level requirements, Use cases, and Story Cards.
- Responsible for production support, roll out enhancements from business analysis, testing (UAT), migration and go-live assistance till post implementation support.
- Detailed explanation of Use Cases to Development and Test Teams.
- Partnering with development leads to identify opportunities for better collaboration and process improvements.

- **Technologies Used: Microsoft Visio, Microsoft Word, Microsoft Excel, Microsoft point, Rally, Mantis.**

Company: Tata Consultancy Services
Customer: Amity, IFMR
Role: Business Analyst
Duration: June 2014-July 2018

HRMS is Human Resource Management System. It simplifies and automates HR functions. HRMS Solution aims to manage employee information and improve the effectiveness of all the HR function of an organization. The Solution covers the entire employee lifecycle (Hire to Retire) starting from recruitment through various phases and ending at separation of an employee. All the applications are workflow based and these workflows can be configured according to the organization's policy. HRMS is mobile complaint. Various functions can be performed through mobile applications while the users are on the move. It also aims to generate reports on employee details related to various HR functions within a specified period"

- Gathering detailed client requirements and preparation of business requirement documents which covers their business processes and impact on other processes.
- Creating Design for the features of HCM Solution and detailing the desired implementation and processes.
- Managing Team of Developers and helping them to do all their responsibilities.
- Working closely with different teams of Solution Engineering, Implementation, Sales, and UI for planning & execution.
- Providing functional consultation service on HCM solutions to customers & internal teams.
- Managing tickets raised by internal and external stakeholders adhering to pre-defined SLA's.
- Consulting with prospective customers to ensure solution fitment to business processes.
- Leading & training team and their customers during various phases of implementation.
- Creating awareness among stakeholders on functionalities revamped or newly added after each release.

- All customer feedback (compliments and complaints) is considered and appropriate actions were taken to address issues.

- Expertise in Problem solving and Bug Tracking Reports using Bug tracking Tools Experienced in change management requests.
- Extensive knowledge of Software Development Lifecycle (SDLC), including various methods such as Water Fall, agile methodology.
- Writing System Test plans, defining Test cases, developing and maintaining Test scripts, documenting all phases of QA process and Release management.
- Developing Business Based Functional Test Scenarios, User Interface, Business Requirement Analysis.
- Giving presentations to all stakeholders about various features of solution.
- Travelling to customer locations on frequent basis to understand their requirements   and share the solution.
- Business Development , Account Management.
- Customer focus-To ensure all customers queries & complaints are addressed with the SLA
- Documentation-Writing release notes (Functional Documents).Response to RFI, RFP, writing De-tail project Report(DPR) .
- Analysis & Implementation-.-Product mapping analysis, Opportunity briefing notes.
- Scheduled scrums, conferences to analyze the requirements.

Technologies Used: Microsoft Visio, Microsoft Word, Microsoft Excel, Microsoft point, Rally, Mantis.

Company: Bihar State Electronics Development Corporation
Customer: GoB
Role: Project Co-ordinator
Duration: August 2010 – May 2012

Projects undertaken are E-Gov projects Some Major projects undertaken during the tenure ICT@School, Computer Aided Learning (CAL), Jankari Call Centre, Centre of Excellence.

- Project Management (from conception to completion, project planning, project monitoring, project execution & Resolution of conflicts).
- Documentation for Government Projects (PPP) under BOOT Model floating of RFP, preparation of PEL(Project Engagement Letter),Preparation of DPR's & SOW's.
- Evaluation of Bids and Preparing Technical Ranking of Bidders & awarding them the work.
- Business Development, Account Management and Product mapping Analysis.

EDUCATION
- **Bachelor of Engineering in Computer Science** (2005 – 2009) from Rajasthan University, Jaipur , India
- **Master of Business Administration** (2012-2014) from IBS Hyderabad, India