



Mohammed Rasheed PS

Al Khalidiyyah Al Janubiyah، طريق الملك عبدالعزيز، حي
32221

0574996082 | mohdrasheed767@gmail.com

Objective

PMP, CSM Certified goal-oriented Lead PMO Analyst with 8.5 years of total experience in Project Financial, Project Governance, Project Scheduling, Project Risks & Issues and Resource management service areas at leading IT Service, Oil & Gas and Product based Organizations. Excellent Governance, Resource planning and prioritization skills. In depth understanding of Agile methodologies, Project life cycle, Project Management tools and techniques.

Experience

- Shell** May 2021 - Sep 2024
Portfolio PMO Analyst
Communicated effectively with stakeholders to ensure project goals are met on time and within budget.
Developed and maintained project plans, timelines, and budgets.
Identified risks associated with each project and developed strategies for mitigating those risks.
Actively sought out feedback from stakeholders throughout the duration of a project in order to identify areas needing improvement or adjustment.
Conducted regular status meetings with internal teams and external partners to track progress against established milestones.
Built and established strong partnerships with teams, vendors and contractors.
Furnished project updates to various stakeholders, informing on strategy, adjustments and progress.
Forecasted, scheduled and monitored project timelines, personnel performance, and cost efficiency.
Focused on project monitoring and management by developing forecasts and tracking expenses.
- Iron Mountain** Feb 2020 - May 2021
Lead PMO
Managed multiple concurrent projects while ensuring deadlines were met according to schedule.
Identified risks and recommended strategies for risk mitigation.
Collaborated with cross-functional teams to ensure successful project delivery.
Conducted regular reviews of existing policies and procedures related to project management activities.
Maintained detailed records of all project documents, reports and artifacts in accordance with organizational standards.
Performed quality assurance checks on deliverables prior to release.
Collaborated with stakeholders to ensure successful completion of projects within defined parameters.
- Medtronic** Apr 2019 - Feb 2020
Senior PMO Analyst
Developed comprehensive project plans, including objectives, scope, resources, budget and timeline estimates.
Evaluated vendor proposals for compliance with contractual requirements prior to execution.
Acted as primary point-of-contact between external vendors and internal stakeholders throughout the duration of contracted engagements.
Monitored progress of projects against established milestones and budgets.
Analyzed customer feedback surveys collected from completed projects in order to identify opportunities for improvement.
Communicated regularly with senior leadership regarding the status of projects as well as any issues or concerns that arose during the course of a project's lifecycle.
- Infosys Ltd** Aug 2016 - Apr 2019
PMO Analyst
Provided training on best practices in project management methodology.
Collaborated closely with team members from different departments in order to drive efficiency across the entire organization.
Helped develop standards for project governance policies and procedures.
Performed administrative duties such as creating agendas, taking meeting notes, tracking action items and preparing presentation materials.
Communicated regularly with stakeholders at all levels of the organization regarding current projects.

Facilitated regular meetings with stakeholders to review progress against objectives and discuss any changes needed to ensure successful outcomes.

Created status reports highlighting accomplishments, open issues, upcoming tasks and other relevant information related to each project.

Education

- **Bangalore University** 2016
Bachelor of Computer Application
68%
- **St Francis PU College** 2013
Higher Secondary School
85%

Skills

- Project and Program Management
- Project Planning
- Contract & Procurement Management
- Conflict Management
- Risk and Issue Management
- People Management
- Stakeholder Communications
- Agile Methodologies
- Project development and lifecycle
- Cross-Functional Collaboration
- Resource Allocation
- Budget Preparation
- Project tracking
- Schedule Management

Tools

- ServiceNow
- JIRA
- PowerBI Dashboard
- SAP SERP & GSAP
- MS Project
- Clarity
- Confluence
- Planview
- Smartsheet
- Asana
- Emptoris Contract Management
- LiquidPlanner

Certificates

- Project Management Professional
- Certified Scrum Master