

# Sharif Saif

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## SENIOR IT PROJECT MANAGER

Software Development. Enterprise Implementations. System Engineering

Project Manager with 5 years of experience focused on developing governmental sector into Egovernment with high-tech projects. Looking forward to apply my knowledge & experience in project management.

## CAREER PROGRESSION

### Senior IT Project Manager

Individual Entrepreneur 07/2017- Present

Project Portfolio:

#### **Multisided Ecommerce, Uber Like APP, Online Payment.**

- Advised Clients on technology, marketing, & design.
- Performed Tasks Central to program progress, including scheduling, budgeting & resource management.
- Communicated & coordinated with stakeholder.

### Project Manager Assistant

Unicom group 2014 - 2015

Project Portfolio:

#### **MCI (time attendance, data center installation), qassim municipality time attendance,**

- Designed, Installed and implemented Data Center infrastructure (Machine room, Raised floor, Air flow, Fire protection, power & data tray).
- Led teams across Broad technical, financial & business disciplines. Focused teams on business objectives and tracked progress to ensure project milestones were completed on time, on budget & with the desired results

### Software Engineer

Saudi Red Crescent Authority 2009 - 2013

Project Portfolio:

#### **SRCA (Data Center. Medical Air Service)**

- Ensure all SRCA IT operations in the OP room functioning well - Support IT coworker's hardware and applications related issues.
- Coordinate and communicate with vendors and service office IT colleagues to work together on project and SRCA application issues.
- Secure all the software installed on the user's PC with licenses.
- Secure daily IT routine and complete the performance checklist
- Ensure all the daily and weekly backup jobs completed successfully for all three SRCA Branches.
- Ensure and complete any backup restoration request.
- Preventive maintenance issue of Datacenter, hardware, and servers.
- Coordinate with vendor for implementation, and installation of new hardware.
- Ensure data optimizing weekly.
- Work on effective ways to reduce the IT Budget.

## Skills

Custom Software Development	Team Building & Mentoring
Database Design	Business & IT Planning
Systems Engineering	Vendor Management
System Migration/Integrations	JavaScript, PHP, HTML, CSS
Enterprisewide Implementation	API integration
Requirements Analysis	VMware, Oracle vm
ROI Analysis	Microsoft 365
Costing & Budgeting	
Project Scheduling	

## Soft Skills

Client Relations & Presentations  
Cross-Functional Supervision  
Problem Solving  
Risk Management

## Education

### **Bachelor in Information System**

Sanna University (2004 - 2008)

### **Master in Management**

GSOM Saint Petersburg State University (2015 - 2017)

## Certificates

MCP, MCITP, MCTS, MCTS, Azure Fundamentals  
CCNA

## Languages

Arabic, English, Russian

## Achievement Highlights

- Mitigated risk factors through careful analysis of financial and statistical data. Anticipated and managed change effectively in rapidly evolving global business environments.
- Defined processes and tools best suited to each project. Moved between agile and waterfall approaches depending on project specifics and client goals, creating detailed project road maps, plans, schedules and work breakdown structures.
- granted with Ministry of Science and Higher Education of the Russian Federation scholarship based on competition result 2015
- Honored with GSOM Award in 2017 in recognition of outstanding