Taha Altamash

PROJECT COORDINATOR

Profile

IT Project Management Professional with interest in Project Management & Business Analysis Software and similar functions.

Dynamic and motivated professional with a reputation of generating and building relationships, managing projects from concept to completion, Implementing software's strategies, and leadership skills which leads towards success and making critical decisions during challenges.

Employment History

Business Analyst, Lathran Soft, Karachi

OCTOBER 2021 — PRESENT

Working as a Business Analyst

Product Epro & Bio Banking (Abbott-USA)

Responsibilities include:

- Looking after the resources deployed on the Product & Projects.
- Conduct Requirement Gathering Sessions.
- Looking after the QA team.
- Update client about completed sprints.
- Test the final release.
- Conduct Stand up meetings.
- Produce project communications.
- Maintain Backlog.
- Create User Stories.
- Create Mock ups.
- Create Prototype designs.
- Update task management for resources.
- Create Process Flows.
- Providing business operations support as required.
- Provide user and configuration support.
- Work with Figma designer to create system screens according to the requirements.

Tools:

Jira, Microsoft Teams, Balsamiq, Draw.io & Copy5

Project Coordinator, Out2Sol Global , Karachi

AUGUST 2020 — OCTOBER 2021

Responsibilities:

- Looking after the resources deployed on multiple projects.
- Managing Project Scope provided by Head of projects with Developers.
- Resource P
- Attending project meetings to take minutes.
- Create User Stories.
- Resource Planning.

Details

Australia
+61467298851
tahaaltamash1@gmail.com

DATE OF BIRTH

19/03/1994

Links

LinkedIn

Skills

Microsoft PowerPoint

Communication Skills

Leadership and Teamwork

Risks & Resolution

Requirement Gathering

Effective Time Management

Eliciting requirements

Critical Thinking

Organised & Efficient

Meeting Minutes

Microsoft Office Word

Ability to Work Independently

Agile Project Management

Review,Monitoring & Quality Management

Conflict management & resolution

ERP

JIRA

- Writing SRS for developers.
- Interactions with clients based in KSA for Requirement gathering sessions.
- Under the belt Projects Include Web & Mobile applications on android and IOS with support.
- Following agile methodologies weekly meetings with Developers.
- Daily Meetings with the stakeholders and other teams in KSA.
- Team Management issues or Resource required meetings.
- Providing business operations support as required.
- Run Test Cases.

Tools:

- Microsoft Office.
- Jira / Custom Tool.
- Erp In house build.
- SRS and other documentation formats provided by Out2Sol.

Projects:

DpWorld Multiple Web and Mobile Applications.

Tazaj Web and mobile Applications.

Assistant Project Manager , Venture Force Global , Karachi

SEPTEMBER 2019 — AUGUST 2020

Responsibilities includes conducting Business Process Analysis, getting involve in Presales activities,

Creating AS-IS and doing Gap analysis with respect to general practices to come up with TO-BE processes.
Preparing Project Reports, SRS, Prototypes, Proof of Concepts (POCs), Wire frames and UML Diagrams using BPMN techniques on Draw.io.

Provides implementations of ERP systems and provide
onsite and remote support through my communication skills.

Conduct UATs and Integration testings, Implementing Agile Methodologies & QA methodologies before final implementations. Provide complete training to customers in between and after complete implementation process, ensuring successful implementation of the projects.

Currently looking after 4 projects from Start to End for ERP implementation.

Education

Masters of I.T Project Management, Swinburne University of Technology Melbourne, Australia

AUGUST 2016 — DECEMBER 2018

Projects:
• RIO TINTO medical products provider
Rio Tinto a company which planned to provide medical products through drones.
Role in this project: Co Leader assigning tasks to the team and to Identify critical Risks in this project.

•Burj Khalifa Project Report:
Group report on successful aspects and drawbacks.
Role: Team Leader worked on critical thinking. Assigning tasks to the Project team (group members), with Project closure presentation.

•Group project report "Implementation of Information security in large

companies".

Tools used:
• Microsoft office (Project, Power BI, Power point,Word and ERP).

BSC Telecommunication Engineering , Sir Syed University of Technology, Karachi

JANUARY 2012 — DECEMBER 2015
Final year project: Voice calling without internet connectivity voip.

References

References available upon request

Internships

Project Trainee, Venture Force Global, Karachi

SEPTEMBER 2019 — OCTOBER 2019
Responsibilities:

• Planning and monitoring.

• Eliciting requirements.

• Requirements organization.

• Translating and simplifying requirements SRS.

• Project Reports.

Courses

Agile Scrum Workshop, Udemy Online

MAY 2020 — MAY 2020

Agile Retrospective: Continuous Improvement+Kaizen with Scrum , Udemy

JUNE 2020 — JUNE 2020