

PROJECT MANAGER



Amina Mughal

Experienced Senior Project Manager with 3.5 years of experience in leading cross-functional teams to deliver complex projects on time and within budget. Proven track record of managing large-scale projects in the technology and healthcare industries, with a strong ability to identify and mitigate risks.

CONTACT

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Sialkot

Hostelite in Lahore

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EDUCATION

BS- Software Engineering,
University of Sialkot
Sialkot

ICS - PHYSICS
Punjab Group of College
Sialkot

EXPERIENCE

PRISMATIC TECHNOLOGIES

JAN 2024 – CURRENTLY WORKING

- Lead and manage multiple projects from initiation to completion, ensuring adherence to project scope, timeline, and budget.
- Develop detailed project plans, including resource allocation, risk management, and contingency planning.
- Coordinate with cross-functional teams, stakeholders, and clients to ensure alignment and successful project outcomes.
- Proficiency in using JIRA Hubstaff for tracking and managing project tasks, user stories, and issues.
- Led the development and deployment of secure, scalable financial applications.
- Managed cross-functional teams to ensure compliance with financial regulations and standards.
- Coordinated with stakeholders to align project goals with business objectives.
- Oversaw the integration and customization of ERP systems to meet organizational needs.
- Knowledge of Kanban principles and practices for managing workflows and visualizing work progress.
- Experience in using JIRA's reporting and analytics features

SKILLS

Agile Methodology
Team building
Project and KPI Tracking
Collaboration
Communication
Time management
Leadership
Problem-solving
Critical Thinking
Adaptability
Scrum master
Jira, Asana, Trello
Hubstaff and Clickup

CERTIFICATIONS

Project Management
People Management
Introduction to Web Development
Human-centered Design and
Introduction Information Design
UX Design Fundamental
Fundamentals of Network
Communication

WPBRIGADE

DEC 2020 – DEC 2023

- Managed a team of 15 project managers and cross-functional team members to deliver multiple large-scale technology projects, including the implementation of a new CRM system and the upgrade of the company's e-commerce platform.
- Successfully delivered projects on time and within budget, resulting in improved customer satisfaction and a 10% increase in online sales.
- Measure project performance using appropriate systems, tools, and techniques.
 - Ensure that all projects are delivered on time and within the scope.
- Adapt different approaches depending on project requirements.
- Identify and manage scope, constraints, issues, assumptions, dependencies, and deadlines.
- Deep understanding of Agile principles and the Scrum framework.
- Ability to facilitate Scrum ceremonies (Daily Stand-ups, Sprint Planning, Sprint Review, Retrospective)