

RIDA ZAINAB

PRODUCT/PROJECT MANAGER

SKILLS

- Agile project management
- Software development life cycle
- Scrum
- Business analysis
- Leadership
- Problem solving
- Pivot
- Process mapping

TOOLS

- Jira, Trello, wrike
- MS(Excel, Word, Power point)
- Spreadsheet
- MS project, Asana, Clickup
- Figma, Canva, Miro and Monday.com

CERTIFICATIONS

- Scrum fundamentals certified(SCRUMstudy)
- Azure fundamentals certified(Microsoft)

CONTACT

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PROFILE

Result-orientated project team leader around 2+ years of experience covering project and product management including developing, implementing and supporting complex infrastructures for fast growing startups and firms. A fast and eager learner, I am detail oriented and adopt to changing project requirements quickly to meet business goals.

EXPERIENCE

ASSOCIATE-PROJECT MANAGEMENT OFFICER

BLUTECH CONSULTING | JUNE 2022-MARCH 2023

Ooredoo Qatar(DWH Managed services project)

- Managing, and monitoring project issues, risks, and escalations
- Monitoring, evaluating, and controlling project performance
- Communicating project status on a timely and regular basis
- Resolving project issues, problems, and changes
- Planning training sessions/knowledge sharing to new team members
- Defining the work of the project with technical team
- Documenting risks and risk responses for the project

First National Bank South Africa(AWS Cloud Migration project)

- Supported the development, delivery, implementation of cloud based project
- Tracking of project milestones, deliverables and reporting
- Proactively managed changes in project scope, identified issues, and devise plans
- Defined project scope, goals and deliverables that supported business goals in collaboration with senior management and stakeholders
- Leading the complex cloud migration project from kick-off to closure (AWS Redshift)
- Created and maintained technical project plans outlining tasks, delivery dates and allocation of resources aligned to statements of work (SOW's)
- Defined project governance, project organization, stakeholders RACI matrix & communication plan

ASSOCIATE PRODUCT MANAGER

UPAGE | JUNE 2021- MAY 2022

- Managed annual product development budget of \$8 million, while also coordinating between 5 teams to ensure punctual delivery of high-quality products
- Supported product director in executing the roadmap for projects by gathering requirements, authoring user stories, organizing the product backlog, communicating with stakeholders, and triaging bugs after release
- Managed SDLC from strategic planning through tactical execution
- Interface with customers, sales, development and all internal stake holders, including executive level to obtain insights, created alignment, and communicated product strategy
- Input to and aligned with the UX strategy, including industry trends, best practices and standards, feasibility innovation and ideation
- Managed the design sprints and performed validation also used scrum for development
- Gathered 25% more development ideas from team members through implementing agile ideation, planning, streamlining development processes and decreasing timeline by 10% without hurting quality

PRODUCT MANAGEMENT TRAINEE

YOUPAL GROUP (REMOTE) | JAN 2021-JUNE 2021

- Working closely with engineering, UX and content writing team
- Prioritizing current features on roadmap and any new features that come along the way
- Product backlog management including backlog grooming and writing user stories
- Identified new product opportunities based on in-depth market research
- Participated in training, workshops, and meetings

EDUCATION

BACHLOR'S OF SOFTWARE ENGINEERING(JAN 2018-JAN 2022)

NATIONAL UNIVERSITY OF MODERN LANAGUAGES ISLAMABAD

SOFTWARE PRODUCT MANAGEMENT SPECIALIZATION(SEP 2020-FEB 2023)

UNIVERSITY OF ALBERTA COLLABRATION WITH COURSERA(REMOTE)