

The logo consists of the letters 'S' and 'M' in a serif font, positioned side-by-side within a white square.

SAFRA MOHIDEEN

PROJECT MANAGER

A self-confident and motivated individual with excellent planning, organizational and analytical skills. 6 years of experience in Project Management in the Information Technology field with the ability to work on own initiative and as part of a team. A perceptive and analytical thinker.

Proven target achiever who is cheerful and friendly even under pressure. Having the personal drive required to deliver a service that exceeds the expectations of colleagues and end users through a positive, well organized and structured work ethic.

CONTACT

+94 771 374382

safra.mohideen@gmail.com

64A, ANANDA COOMARASWAMY

MW, COLOMBO 07

PERSONAL DETAILS

FULL NAME:	SAFRA MOHIDEEN
DATE OF BIRTH:	19TH DECEMBER 1992
GENDER:	FEMALE
MARITAL STATUS:	MARRIED
NATIONALITY:	SRI LANKAN
LANGUAGES:	ENGLISH, SINHALA, TAMIL
SCHOOL ATTENDED:	BISHOP'S COLLEGE, COLOMBO 3

EXPERIENCE

PROJECT MANAGER

TRAVELINEX (PVT) LTD | JULY 2019 - PRESENT

- The company is a member of Supreme Global Holdings and consist of 25+ employees.
- Was the key personnel in implementing scrum methodology and is currently the product owner as well as the scrum master for a team of 7 individuals.
- Requirement elicitation from internal and external stakeholders
- Support testers and developers in trouble shooting issues and guide the product team to maintain documentation for the product
- Created, maintained and controlled all product related documentation.
- Provided regular project status reports to higher management for strategic objectives
- Manage the roadmap for the product and prioritization of features to align with the company strategy and drive brainstorming sessions, Sprint Planning, Daily Stand-up and Sprint Retrospective meetings.

ASSOCIATE PROJECT MANAGER

LOOPS DIGITAL (PVT) LTD | OCT 2016 - MAY 2019

- Worked as an Associate Project Manager at a Digital Media Agency which consist of 60+ employees
- Led a team of 8 individuals for variety of software projects within the IT department
- Was the key personnel in implementing scrum methodology within the team for effective delivery for software projects.
- Monitor & review sprints
- Communication & Stakeholder management
- Managed product backlogs and sprint backlogs and negotiate priorities with business leadership.
- Experience in Kanban methodology for deliveries in peak season
- Additionally, creating & implementing digital solutions within the allocated budget to achieve marketing objectives set

A white square containing the letters 'SM' in a serif font.

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ASSOCIATE PROJECT MANAGER

REZGATEWAY (PVT) LTD | JUN 2015 - SEP 2016

- Worked in a role of Scrum Master at an organization with 300+ employees
- Followed Scrum methodology with a team of 8 for a product based reservation engine.
- Worked closely with stakeholders for requirement identification & deployment.
- Monitor & Review sprints.

ASSOCIATE PROJECT MANAGER

SABERION (PVT) LTD | SEP 2013 - MAY 2015

- Followed waterfall methodology with a team of 5 in developing websites and native mobile apps in an organization of 50+ employees.
- Communication & Stakeholder management
- Requirement identification & Wireframing
- Maintaining documentation of change requests and requirements.
- Develop project proposals

ROLES & RESPONSIBILITIES

- Responsible for ensuring a quality, on-budget, on-time delivery of projects in accordance to the company policy & procedures.
- Lead and work as part of a proactive team responsible for delivering a high quality, customer-focused professional service. Successfully managing the role of a scrum master in Agile Environment.
- Primary contact to the customer from project initiation to closure.
- Development of project proposals.
- Requirements identification and development of requirement specifications and wireframes.
- Defining detailed solutions and provide formal presentations to customer teams.
- Develop project schedule, plan sprints, contingencies and negotiate delivery milestones.
- Transfer customer requirements to the development team.
- Conduct daily standup meetings and manage project operations.
- Monitor and review sprints.
- Review test specifications.
- Plan and manage deployments.
- Project documentation and reporting.
- Troubleshooting technical problems.
- Accounts and stakeholder Management
- Key driver to implement new digital technologies to improve workflow

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PROCESS & TOOLS

- Experience in both waterfall and agile environments.
- PM and Issue Tracking Software: JIRA, Trello, MS Project, Bitbucket, BaseCamp, Octo (Internal PMS)
- Wireframing Software: Smart Draw, Prototyper, Adobe Photoshop, Pencil Project, Balsamiq
- Flow charts: Draw.io, Microsoft Visio
- Online tracking: Google Alerts & Google trends
- Web Analytics: Google Analytics
- Worked with Salesforce and provided Salesforce Training

SKILLS

- SEO and Google Analytics
- Risk Analysis
- Web content development
- Copywriting
- Negotiating
- Project management
- Multi tasking
- Active Listening
- Wireframing
- Leadership

EDUCATION - PROFESSIONAL

PROJECT MANAGEMENT PROFESSIONAL (PMP)

PROJECT MANAGEMENT INSTITUTE | 2014

EDUCATION

BACHELORS IN SOFTWARE ENGINEERING & COMPUTER SCIENCE(BSC.)

EDITH COWAN UNIVERSITY, PERTH | 2014

Completed with Distinction. Was awarded the Best Achiever for Year 1 and received scholarship for Year 2

NON RELATED REFEREES

Mr. Chamara Rajapakse
Business Analyst - Lead
MITRA INNOVATION
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CERTIFICATION OF SIGNATORY

I DO HEREBY CERTIFY THAT THE PARTICULARS GIVEN ABOVE ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SAFRA MOHIDEEN