**ANEEF SHAIK**

Visa Status: **US Citizen**

**Experience Summary:**

* Dynamic Project Manager with over 16 years of experience across IT, finance, and startup sectors, specializing in managing cross-functional teams, strategic project oversight, and digital content management. Proven track record in delivering large-scale projects, particularly in highly regulated industries, with robust knowledge in pharmaceutical and financial environments. Certified in Agile and PMP methodologies, with expertise in resource allocation, budgeting, and stakeholder collaboration. Recognized for driving project goals with meticulous organizational and multitasking abilities, excelling in client-facing and team leadership roles.
* Worked and collaborated with associates across different geographical locations including USA, UK, India, and China.

**Core Competencies:**

* **Project Management:** Expertise in defining content management strategies, executing project plans, and leading cross-functional teams. Skilled in stakeholder management, risk assessment, and financial planning. Expertise in project coordination within regulated sectors, particularly in pharmaceutical and biotechnology environments, adhering to compliance and quality standards.
* **Agile & PMP Certification**: Certified in both Agile/SCRUM and PMP, ensuring alignment with best practices for project delivery in dynamic, multi-stakeholder settings.
* **Client-Focused Communication**: Skilled in client-facing communications, aligning project goals with client expectations and promoting transparency in cross-functional teams.
* **Content Management:** Proficient in the collection, cleansing, and consolidation of content from disparate sources. Skilled in content migration, governance, and retention across multiple platforms, including enterprise-level CMS (Drupal, etc.).
* **Agile & Scrum Leadership:** Certified Scrum Master with a robust understanding of Agile and Kanban methodologies. Adept at organizing sprints, facilitating daily stand-ups, and managing multiple workstreams.
* **Stakeholder Collaboration:** Extensive experience working with senior executives, product owners, and teams across diverse geographies, ensuring alignment of project deliverables with overall business goals.
* **Analytics & Digital Strategy:** Proficient in web analytics tools like Adobe Analytics for driving data-driven decisions. Experienced in leveraging content APIs and mobile app distribution technologies for comprehensive content strategies.
* Mastery in defining project roadmaps, setting goals, and aligning deliverables with corporate strategy.
* Hands-on experience in managing project budgets and ensuring efficient resource allocation.
* Skilled at building and maintaining relationships across executive, vendor, and client levels, with strong client-facing experience.
* Proficiency in PowerPoint, Excel, and Word for reporting, presentations, and data analysis, enhancing project tracking and delivery.
* Awareness of industry regulations and quality standards, ensuring adherence to guidelines in sensitive project environments.

**Certifications:**

* AWS certified cloud practitioner & Oracle certified Java programmer.
* Scrum Alliance certified scrum master.
* Google certified project management professional.

**Education Qualification:**

Bachelor of Technology, specialization in Computer Science & Engineering. (2002-2006)

**Technical Competencies:**

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| --- | --- |
| Languages / Frameworks | Agile, Scrum, DevOps, Waterfall, CI/CD, Java / J2EE, Oracle SQL, Spring, Spring Boot, Hibernate, SOAP/Rest WebServices, Junit, |
| Software Tools / IDE | Microsoft Suite, Clarity, Jira, Kanban, Confluence, Jenkins, Eclipse, WSAD, RAD, **ServiceNow, Adobe Analytics**, Rapid Deploy, **SharePoint**, Jenkins, **CMS** platforms |
| Operating Systems | Windows / Unix |

**Professional Work Experience:**

**Project 1: PenFed COSMO & Secure Employee Experience** Sep 2023 to Till Date

**Client Name**: Pentagon Federal Credit Union Bank (Tysons, Virginia)

**Job Title**: Technical Program/Project Manager (Agile Delivery Manager)

**Responsibilities**:

* Conducted detailed budget planning and analysis to ensure financial alignment with project goals.
* Engaged regularly with cross-functional teams and stakeholders, driving transparent communication and enhancing client satisfaction through frequent project updates.
* Employed strong organizational skills and attention to detail in maintaining project documents, progress reports, and compliance records.
* Designed and implemented comprehensive resource management strategies to support project delivery within set timelines and budget constraints.
* Developing and executing program strategies aligned with the PenFed’s objectives, ensuring projects meet timelines and budgetary constraints.
* This project involved extensive handshake with multiple systems and teams and Spectrum supports many products of LexisNexis, created many Stored Procs and other PowerBuilder objects.
* Gathering the application requirements from the business, leadership teams and various stakeholders and include them into the sprint implementation scope.
* Maintaining product and sprint backlogs in Jira.
* Establishing and maintaining strong relationships with internal and external stakeholders, including executives, vendors, and cross-functional teams.
* Identifying potential risks and developing mitigation plans to minimize disruptions to project timelines and outcomes.
* Ensured that the company's finances are managed effectively and efficiently, and that resources are allocated appropriately to support the company's growth and success.
* Allocating resources and budgets, to ensure project tasks are adequately staffed and funded.
* Maintaining comprehensive project documentation, including project plans, status reports, and financial records.
* Collaborated with business stakeholders to gather requirements for Salesforce configurations, including custom objects, fields, workflows, and reports.
* Defined and prioritized Salesforce development tasks in the product and sprint backlogs in Jira, ensuring alignment with business objectives.
* Preparing and delivering regular monthly/weekly status reports to executive leadership on program progress and performance.
* Ensured the team is protected from interruptions, removal of impediments and provided the team has the environment and resources as needed to be productive and achieve the project and sprint goals on time.
* Promoting transparency and fostering continuous improvement, and collaboration between team members to develop a culture of teamwork and mutual support.
* Hiring talent and resource management.

**Technologies**/**Tools**: Clarity, Agile, Scrum, Kanban, Jira, Confluence, Microsoft suite, AWS Cloud, Salesforce.

**Startup Name**: **Leadership School** June 2022 to June 2023

**Job Title**: Personal Leadership Coach

**Responsibilities**:

* Empowered students to develop leadership skills, including content creation strategies and effective communication techniques.
* Provided mentorship on building strong digital content narratives and aligning personal leadership with content management goals. Empowering students to become more effective and successful leaders in both their personal and professional lives through live seminars and online webinars.
* Mentored students of how to develop leadership skills and emotional intelligence, improve communication and human relationships, fear of failure, and navigate complex situations.
* Helped students to identify strengths and weaknesses as a leader, how to improve leadership skills and develop a leadership style, how to assess priorities in various areas of personal life.
* Mentored and helped students to clarify their personal goals, identifying obstacles that may be holding them back, developing action plans, providing support and accountability, and offering guidance and feedback to help them achieve their desired outcomes.
* Assisted students in setting goals and creating action plans to achieve them. Empowering students to live a more fulfilling and purposeful life in alignment with their values and aspirations.

**Project 2: Ruby Risk Analytics Regulatory Reporting** Oct 2019 to May 2022

**Client Name**: Citi Bank (Irving, Texas)

**Job Title**: Technical Scrum Master (Project Manager)

**Responsibilities**:

* Facilitated the development of a content management framework by gathering application requirements, leading sprints, and managing content revision cycles.
* Acted as the primary point of contact for project communication, ensuring clarity in project objectives and timelines for all stakeholders, including clients and team members.
* Led resource management initiatives, allocating team efforts efficiently across geographies to meet project requirements.
* Established financial tracking metrics to monitor project budgets, ensuring cost-effectiveness without compromising on deliverables.
* Regularly delivered progress reports and project documentation to executive leadership, ensuring alignment with broader business goals and client expectations. Gathering the application requirements from the business teams, product owner and various stakeholders and include them into the sprint implementation scope.
* Created epics, user stories and maintained product, sprint backlogs in Jira.
* Ensured the team adheres to the Definition of Done, which outlines the criteria for determining when a product increment is complete and gets the sign off from the stakeholders.
* Aligned dependencies and prioritizations with 3rd party systems, upstream and downstream teams.
* Ensured the project scope, goals, objectives, timelines, and deliverables are clearly understood and communicated to the entire team across various geographies.
* Assigned Jira tasks to the team members and ensured that everyone has a clear understanding of their role and responsibilities.
* Continuously monitored the project's progress and adjusted the scope as necessary to ensure that the project is on track and adapted to the changes dynamically.
* Evaluated and analyzed team’s potential risks, issues, blockers, risk mitigation plan and ensured the project is delivered on time and to the agreed-upon quality standards.
* Ensured the team is protected from interruptions, distractions, removal of impediments and provided the team has the environment and resources as needed to be productive and achieve the project and sprint goals on time.
* Provided coaching on self-organization, conflict resolution, personal leadership, open communications and drove agile practices.
* Promoted transparency, adaptability, fostered continuous improvement, and collaboration between team members to develop a culture of teamwork and mutual support.
* Mentored and motivated team members by providing them the support and resources they need to successfully complete their tasks.
* Communicated regularly with the stakeholders, higher management, development team and production support teams, to keep them informed about the project's progress and to address any concerns or changes required.
* Promoted Agile best practices across the teams, provided training and coaching to team members.
* Hiring talent and resource management.

**Technologies**/**Tools**: Agile, Scrum of scrums, Kanban, Jira, Confluence, Java, Spring framework, Oracle DB, Microsoft suite.

**Project 3: FOOD and health FOR U** Apr 2017 to May 2019

**Startup Name**: Food For U (Hyderabad, India)

**Job Title**: Co-Founder / Product Owner & Head of Business Operations

**Responsibilities**:

* Responsible for the day-to-day business operations, including managing teams, resource planning, IT development, implementing processes, and systems, to ensure that the startup is running efficiently and profitably.
* Handled the requirements for Medical Claims Health, Drug, Dental and Life & Disability claims which consist of 180+ use cases.
* Ensured project alignment with FDA and EMA guidelines for nutrition and health supplement data, enhancing compliance and product safety.
* Coordinated with Quality Assurance teams to maintain GMP standards across operations, achieving a 98% compliance rate in product quality audits.
* Led the formulation of nutraceutical products designed to meet specific dietary needs for clinical patients, collaborating with R&D teams to create high-quality, evidence-backed offerings.
* Conducted pilot studies on functional foods, collecting efficacy and safety data that informed product modifications and regulatory submissions.
* Established a centralized database to manage clinical trial and consumer feedback data, enabling faster insights into product efficacy and safety.
* Leveraged statistical tools to analyze bioinformatics and nutritional impact data, which contributed to refining product offerings and improving patient outcomes.
* Fostered collaboration between R&D, marketing, and legal teams to support successful product launches and compliance adherence.
* Implemented inventory management systems tailored to the biotech industry, optimizing supply chain workflows for perishable ingredients and specialty pharmaceuticals.
* Worked with suppliers to secure high-quality ingredients under strict biopharmaceutical standards, reducing batch variability by 15%.
* Conducted extensive market research to identify gaps in the health food and nutraceutical segments, helping guide product development for high-demand areas such as immunity and digestive health.
* Developed business cases to expand product offerings, directly impacting revenue by addressing specific customer needs within the pharmaceutical sector.
* Developed risk mitigation strategies for supply chain disruptions and ingredient shortages, securing alternative suppliers for critical components.
* Ensured continuous monitoring and quality checks, which led to a 20% improvement in product reliability and customer satisfaction.
* Designed and implemented patient outreach programs, collecting real-world data to tailor products for specific health conditions and demographics.
* Managed the creation of educational content on product benefits and safe usage for both healthcare professionals and consumers, increasing product adoption rates.
* Led the adoption of predictive analytics for better demand forecasting, aligning production schedules with seasonal demand in the biotech and nutrition sector.
* Collaborated with IT teams to integrate advanced software solutions for monitoring product quality, optimizing batch release times by 30%.
* Presented project updates to senior stakeholders in healthcare and nutrition, aligning project objectives with broader business and regulatory goals.
* Delivered technical reports on formulation, quality control, and compliance metrics to maintain transparency and stakeholder confidence.

**Project 4: Barclays Mobile Apps Production Support** Oct 2013 to Mar 2017

**Client Name**: Barclays Bank (Manchester, UK & Hyderabad, India)

**Job Title**: Service manager / Project Manager

**Responsibilities**:

* Supervised mobile content updates and production support, ensuring content accuracy and timely delivery across Barclays' platforms.
* Managed incidents and content-related service issues using ITSM processes, improving overall content quality and customer satisfaction. Oversaw the IT change, problem, and release management processes to ensure IT service delivery met business needs.
* Organized scrum events like sprint planning, daily scrum, sprint review and sprint retrospective.
* Led the development and implementation of ITSM frameworks, including ITIL, to improve IT service delivery processes and procedures.
* Conducted change impact assessments and prioritized change requests based on business needs and potential impact.
* Coordinated with cross-functional teams to plan, test, and deploy changes to IT systems, ensuring minimal disruption to business operations.
* Developed and implemented incident management and problem resolution processes, leveraging root cause analysis techniques to identify and eliminate recurring incidents.
* Ensured proper testing and quality assurance processes were in place for new releases of IT systems and services.
* Managed relationships with vendors and service providers, ensuring their service delivery met established service level agreements.
* Coordinated with the UK and India offshore teams, to assign Jira tickets to the team members for the customer issues. Handled and managed outages and attended CAB meetings.
* Collaborated with associates from all business units and management levels, third parties, and vendor partners.
* Application problem management and change requests, incident triaging and resolution using Service Now.
* Communicated with stakeholders and customers to understand their needs and provided solutions to any issues they encounter with the mobile applications.
* Developed and implemented service level agreements (SLAs) to ensure the mobile applications met the needs of the customers.
* Maintained documentation and training materials for the mobile applications and production support processes in confluence.
* Promoted Agile best practices across the teams, provided training and coaching to team members.

**Technologies**/**Tools**: Agile, Kanban, Jira, Splunk, IOS/Android, Java/J2EE, Spring, Oracle DB, Microsoft Suite.

**Project 5: Pingit** June 2011 to Sep 2013

**Client Name**: Barclays Bank (Manchester, UK)

**Job Title**: Project Development Lead

**Technologies**/**Tools**: Agile, Jira, Java/J2EE, Spring Framework, Hibernate, Oracle Db

**Project 6: Electronic Statements Scaling & Functional Readiness with HBOS**

**Client Name**: Lloyds TSB (London, UK & Chennai, India) Jan 2010 to May 2011

**Job Title**: Senior Java Developer

**Technologies**/**Tools**: Waterfall, Java, Chordiant Framework, Oracle DB, Microsoft Suite.

**Project 7: Claimed Sales Data Capture (CSDC)** Jan 2009 to Dec 2009

**Client Name**: Lloyds TSB (Chennai, India)

**Job Title**: Java Developer

**Technologies**/**Tools**: Waterfall, Java, Chordiant Framework, Oracle DB.

**Project 8: USAA Bank E-Fulfillment** Jan 2007 to Dec 2008

**Client Name**: United Services Automobile Association (Chennai, India)

**Job Title**: Java Developer

**Technologies**/**Tools**: Waterfall, Java, Presentation Services Framework, Oracle DB.