

# Sayed Naveed

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## Summary

IT professional with hands-on experience in managing project lifecycles for U.S. clients, ensuring timely delivery of IT solutions. Skilled in team collaboration, optimizing processes, and maintaining a seamless delivery.

With a solid foundation in stakeholder management, resource allocation. I am skilled in bridging the gap between business objectives and technical execution, using tools like Jira, Zoho Projects, Power BI, and Excel to streamline development process.

## Skills:

- Agile Project Management (**Kanban, Scrum**).
  - Software Development Life Cycle.
  - Stakeholder Management.
  - **Jira & Zoho** Project Management Tool.
  - Advanced Excel.
  - Python (Basics).
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### **IT Project Manager/Coordinator | Graficali | January 2024 – Dec 2024.**

1. Gathering Project requirements and specifications from US customers and ensuring the same is translated to developers into actionable items.
2. Managed project management processes, overseeing planning, backlog prioritization, and preparation of BRD documents and other formalities.
3. Managed a dynamic, cross-functional team of developers, testers, UI designers by utilizing tools like Jira and Zoho Projects to ensure tasks were tracked and completed on time.
4. Facilitated the integration of RESTful APIs with Postman calls, ensuring seamless interaction between systems across platforms including iOS, Android, Windows, and web.
5. Efficiently managed resource allocation and task prioritization, timely addressing challenges in development process.

### **Junior Project Coordinator | Sideek IT Consultant | Feb 2021 – Nov 2023.**

- Managed client meetings and internal team calls for gathering updates and answering developer queries.
  - Coordinated and supported development and testing process by team collaboration.
  - Supported budget management by tracking resources expenses on projects.
  - Worked with team members to identify and address road blocks.
  - Prepared MIS and Dashboards for presenting project updates.
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## Education:

- Post Graduation Diploma -Information Technology | Symbiosis | (Pursuing)
- Bachelors of commerce (Business Management Group) | University of Mumbai | 2020