



Rana Arslan Khan

Project Manager
Scrum Master
Agile Project Manager

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Summary

Experienced in:

- Using Agile and PMBoK on IT, advertising and business development projects
- Building a project management office from scratch (50+ projects\year)
- Implementation of software for project management (Jira, Trello, MS Project, Wrike, Asana, Monday.com Notion etc.)
- Cross-functional team management (4-10 ppl\team, up to 4-5 teams simultaneously)
- Innovation and project management on internal projects
- Marketing research and business development in new regions

My top 5 managerial skills:

- Agile & Waterfall Project Management
- Risk Management
- People Management
- Quality Management
- Stakeholder Management

Experiences:

Freelance at ranathepm.com, June 2022 – Current

Project Manager, Product Owner

- Creating a detailed business analysis
- Budgeting and forecasting
- Planning and monitoring
- Defining the business requirements and reporting back to stakeholders
- Understanding and representing user needs
- Prioritizing product features and capabilities
- Defining the vision of the product
- Meeting the stakeholder goals and objective
- Acting as a customer and advocating the user needs
- Working closely with the Scrum team and stakeholders
- Setting project goals and coming up with plans to meet those goals
- Maintaining project timeframes, budgeting estimates and status reports
- Managing resources for projects, such as computer equipment and employees
- Coordinating project team members and developing schedules and individual responsibilities
- Other tasks as per needs

Agency 84, Dec 2018 – June 2022

Scrum Master, Project Manager

- Facilitates daily stand-up, iteration planning, sprint review, and the iteration retrospective
- Manage the engineering development projects and facilitates sprint releases
- Create or analyze business requirements documents and project timelines
- Supports all phases of the system development and implementation process including analysis, design, development, testing and ongoing maintenance.
- Reviews system requirements and business processes; codes, tests, debugs, and implements software solutions.
- Guides team in time estimating practices and facilitates team estimates
- Drive team iteration execution, communicates with management and stakeholders, and protect the team from the uncontrolled injection of work (changes are evaluated/intentional)
- Manage project conflicts, challenges, and dynamic business requirements to keep operations running at a high performance
- Working with the team leads to resolving people's problems and project roadblocks
- Able to do post-mortem and root cause analysis to help teams continuously improve their practices to ensure maximum productivity
- Leads team effort in relentless improvement, define and implement improvement stories to increase the velocity and quality of the program
- Implement and support principles, rules, and processes
- Proactively identify and eliminate impediments and facilitate flow
- Maintain team data in project management software (i.e. JIRA, Manuscript, etc.) to support estimates and execution
- Presents high-level project readouts for senior management
- Supports product owner(s) with intra-team dynamics with respect to priorities and scope
- Manage other special projects as assigned
- Other duties as needed

Code Warrior LLC, May 2016 – Dec 2018

Agile Project Manager

- Setting project goals and coming up with plans to meet those goals
- Maintaining project timeframes, budgeting estimates and status reports
- Managing resources for projects, such as computer equipment and employees
- Coordinating project team members and developing schedules and individual responsibilities
- Implementing IT strategies that deliver projects on schedule and within budget
- Using project management tools to track project performance and schedule adherence
- Conducting risk assessments for projects
- facilitating the delivery of successful agile projects.
- Assembling multiple project teams, assigning individual responsibilities, identifying appropriate resources needed, and developing schedules to ensure timely completion of project.
- Organizing meetings to discuss project goals and progress

Prime BPO, April 2016 – June 2017

Telecommunication & Sales

- Demonstrate excellent customer service skills, teamwork and understanding to achieve customer satisfaction. As part of a dedicated team, try to avoid complaints and earn compliments.
- Ensure that excellent discipline and standards of care are demonstrated throughout the service.
- Always adhere to established service standards and procedures to deal with passengers in a friendly and efficient manner.
- Ensure that all equipment used in the assigned work area is in good working order and report any maintenance requirements to senior management on duty.
- Ensure all requisitions and completion notes are accurately updated in CRM and all billing notes are generated and authorized.
- Generating a list of pending requests for advanced load profile analysis.
- Report any discrepancy or lack of service to senior management in the service so that service can be restored and appropriate corrective action taken.
- Other duties as per needs.

Education:

Project Management Institute, Jun, 2021

PMP® - Certified Project Management Professional, PMP® Number: 3260391

Charisma University, 2016-2019

Bachelors of Business Administration

Pakistan Public College, 2002-2014

Certification:

Certified Scrum Master, CSM

MS Project Certified, 2022

Jira & Confluence Certified, 2022

Agile With Jira Certified, 2022

HubSpot CRM Certified, 2021

Highlighted Projects:

Citizen Warrior Foundation:

Scrum Master

<https://www.citizenwarrior.foundation/>

A decentralized crypto application based of referral system. It mines crypto for the user by utilizing their phone and the users can withdraw that into fiat, exchange with other crypto coins, or withdraw to their bank account.

Crpto.News (Formally BTC Manager):

IT Project Manager

www.crypto.news

[crypto.news](http://www.crypto.news) is a leading publication media resource in the cryptocurrency industry and, as such, holds editorial independence and journalistic integrity in the highest regard. Being a reputable publication in the emerging technologies space, [crypto.news](http://www.crypto.news) strives for fair, honest, and accurate reportage, devoid of any bias and influence. It has also helped some projects with innovations in blockchain and fintech.

The Oh Zone:

IT Project Manager

theohzoneinc.com

Oh Zone is a cause-driven company who happen to be industry experts in 3D computer graphics, web3, and e-commerce. We've automated how real things get into the Metaverse so you don't have to, no digital assets required.

The Chateau Night Club:

Product Owner and Scrum Master

<https://thechateaunightclub.com/> A-Z digital services for the client from setting up their website, building a mobile application, features like scheduling events and booking tickets and digital media marketing across the social media channels.

Run My Corp:

Project Manager

Runmycorp.com A publishing company dedicated to publish fiction related books, both online and in-print media.

Boscia:

Project Manager

Boscia.com A well known beauty products brand globally with over \$50 Million in sales per year. We provided them with ecommerce/Shopify day-to-day services and boost their sales via digital marketing.

Around the Block Podcast:

Project Manager

<https://podcasts.apple.com/us/podcast/around-the-block-with-jefferson-nunn/id1502252990>

Around the Block With Jefferson Nunn covers all the latest from the Cryptocurrency, decentralize (DeFi), FinTech, Blockchain, NTF and Web3.0 industry.

Languages:

English,	Native / Bilingual
Urdu,	Native / Bilingual
Punjabi,	Native / Bilingual
Hindi,	Advanced

Skills:

- Agile/Scrum/XP programming
- Kanban
- leadership
- communication
- Trello
- Jira
- Sales
- Crypto
- Digital Marketing
- DevOps
- MS Office
- Multi-Tasking
- Customer Support
- Mapping A Business Plan
- Social Media Management
- Chat & Email Support
- Phone Handling
- Zoom
- HubSpot CRM
- Graphics designing
- Video Editing
- Streaming
- SEO
- NFT Trading
- CRM