MUHAMMAD MUNEEB ULLAH

PRINCE2 & APMG Certified IT & Agile Project Manager

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# Personal Statement

PRINCE2 & APMG certified and an MSc holder with 4+ as a Project Manager specialising in eCommerce, Digital Marketing, and Automotive industries. Skilled in eBay, Shopify, Agile, and Scrum, managing 20+ projects with 95% on-time delivery and budget optimisation. Strong understanding of Salesforce (e-commerce) and expert in Agile methodologies, enhancing productivity by 30% and stakeholder visibility by 40% Combines technical expertise with strategic planning to drive successful projects and client satisfaction.

# Education

**Masters in Project Planning and Management** | University of Bradford, United Kingdom | Sept 2022 – Sept2024

**Bachelors in Computer Science** | Government College University Faisalabad (GCUF), Pakistan | Sept 2015 – Sep 2019

# Certifications

* PRINCE2® 7 Foundation – PeopleCert, December 2024
* Agile Foundation – APMG International

# Technical Proficiencies

**Project Management & Methodologies** PRINCE2 | Agile | Scrum | Project Planning | Risk Management | Budget Control | Resource Optimisation | Quality Assurance | Change Management | Performance Monitoring | Stakeholder Management

**Digital Project Tools** MS Project | Jira | Asana | Project Tracking Tools | Dynamics365 | Documentation Management | Reporting Tools | Process Automation | Design Tools (Figma, Adobe XD) | Search Engine Optimisation (SEO) | Salesforce E-commerce | Ebay | Shopify

**Core Competencies** Strategic Planning | Team Leadership | Cross-functional Collaboration | Risk Mitigation | Client Relations | Communication | Decision-making | Process Improvement | Budget Management | Quality Control

# Experience

## KFC (Drive-Through Cashier) | Team Member | January 2023 – Present

* Delivered high-quality service, ensuring customer satisfaction and loyalty.
* Managed high work volumes accurately while maintaining performance in fast-paced environments.
* Collaborated with colleagues to optimize workflow and enhance team productivity.

## Zedcode Systems, Pakistan | IT Project Manager | September 2021 - July 2022

* Led delivery of 20+ complex IT projects utilising PRINCE2 methodologies, achieving a 95% on-time completion rate while maintaining budget compliance through effective resource optimisation.
* Implemented comprehensive project management frameworks using MS Project and Jira, resulting in a 40% improvement in project tracking efficiency and stakeholder visibility.
* Led cross-functional teams of 15+ using Agile, Scrum, and Kanban methodologies to optimize Dynamics 365 ERP project delivery, improving task management, and workflow efficiency, and increasing team productivity by 30%.
* Developed and executed risk mitigation strategies across multiple projects, reducing delays by 35% through proactive issue identification and resolution.

## TipRicks, Pakistan | IT Project Manager | November 2019 - August 2021.

* Implemented comprehensive resource optimisation strategies using MS Project and Jira, resulting in a 35% improvement in team utilisation and project efficiency.
* Managed portfolio of 20+ IT projects utilising PRINCE2 and Agile methodologies, achieving a 92% successful delivery rate through effective milestone tracking and risk management
* Established robust risk assessment frameworks, reducing project bottlenecks by 40% through proactive identification and mitigation strategies.
* Led cross-functional teams of 25+ members, delivering a 30% increase in project completion rates through enhanced task allocation and workflow optimisation.

## Saif Advertiser | Digital Project Manager Intern | August 2019 - October 2019

* Managed 10+ digital projects, applying standard project management methodologies to ensure full client alignment.
* Led five workshops to define procedures and best practices, improving team efficiency and delivery by 30%.
* Coordinated with 5+ teams, enhancing project stability and reducing performance issues by 25%.

# Key Projects

# E-commerce

## E-Commerce Platform Development - BeCute Cosmetics | <https://becutecosmetics.com/>

* Directed the development of a comprehensive e-commerce solution with integrated payment systems, achieving a 45% increase in user engagement.
* Utilized Shopify for store customization, eBay for marketplace integration, and Salesforce Ecommerce for CRM and sales funnel optimization.
* Handled a cross-functional team of 12 members using Agile methodologies, delivering projects 15% ahead of schedule.

## Fast Food Digital Platform - Mondo's | <https://mondos.saifadvertiser.com/>

* Led the development of a responsive food service platform with real-time order tracking and inventory management.
* Integrated Shopify for online ordering and Salesforce Ecommerce for customer relationship management and sales analytics.
* Reduced 50% order processing time via automated systems and Agile development cycles.

## Automotive Services Website - Dip Master | <https://www.dip-master.com/>

* Steered the development of a service-focused website with an integrated booking system, increasing 35% of online appointments.
* Leveraged Shopify for e-commerce functionality and Salesforce Ecommerce for customer data management and sales tracking.
* Enhanced visibility on eBay by optimizing product listings and integrating the platform for additional sales opportunities.

## Real Estate Digital Platform - Royal Orchard Sahiwal | <https://royalorchardswl.com/>

* Spearheaded the development of a premium real estate platform with interactive property visualization features, enhancing user engagement and experience.
* Managed a £50K budget and an 8-member team, achieving a 30% improvement in lead generation through SEO optimization and digital marketing strategies.
* Integrated e-commerce principles for lead capture and conversion, leveraging analytics tools to track performance and refine marketing campaigns.

## Digital Learning Platform - Yaseen Quran School | <http://www.yaseenquranschool.com/>

* Managed the end-to-end development of an educational platform using PRINCE2 methodology, ensuring timely delivery and high-quality standards.
* Led a 10-member development team to create a mobile-responsive solution with 99.9% uptime, driving a 40% increase in student enrollment.
* Implemented digital marketing strategies & e-commerce tools to improve user experience, simplify enrollment, & boost platform visibility

## Agile Project Management

* Led daily stand-ups and sprint planning sessions for a team of 12, improving 30% sprint velocity and deliverable completion.
* Executed Scrum methodologies and KPI tracking systems to enhance team performance and project visibility.
* Applied Agile principles to e-commerce projects, including Shopify store development, eBay marketplace optimization, and Salesforce e-commerce integration.