



Iqra Sultan

Project Manager

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Johar Town, Lahore

SUMMARY

Experienced Project Manager with 5 years of experience in software development and agile project management. Skilled at aligning cross-functional teams with business goals, facilitating Scrum ceremonies, and ensuring high-quality deliverables. Proven expertise in requirement analysis, backlog grooming, and process optimization, consistently delivering projects on time and within scope. Known for fostering accountability and transparency, enhancing team productivity and client satisfaction.

SKILLS

- Scrum
- Cross-Functional Team Leadership
- Documentation Management
- Backlog Grooming
- Communication Management
- Stakeholder Management
- Project Deliveries
- Jira
- Trello
- Confluence
- Google Suite
- Microsoft Office
- Postman
- Swagger
- GitHub
- Bitbucket
- JavaScript
- React JS
- Redux

EDUCATION

FAST NUCES

MS Software project Management
2022 – 2024

University of Central Punjab

BS Computer Science
2015 – 2019

CERTIFICATIONS

- Certified Scrum Master (CSM®)
<https://bcert.me/smzovbyhl>
- React- The Complete Guide ([udemy.com](https://www.udemy.com/course/react-the-complete-guide/))
[ude.my/UC-0f3dee9e-8276-4f69-8479-690f4cea46e9](https://www.udemy.com/course/react-the-complete-guide/)
- Frontend Engineer in React
([mangtas.com.com](https://www.mangtas.com.com)) ID 20221178701
- CCNA (ITC training institute)

PROFESSIONAL EXPERIENCE

Project Manager

Frizhub | Feb 2023 - Present

- Collecting and analysing project requirements and converting non-technical functional requirements into actionable technical tasks using JIRA and Confluence
- Facilitating Scrum ceremonies, conducting daily scrum, sprint planning, reviews, retrospectives
- Executing detailed project schedules and plans, overcoming blockers to ensure project completion on time and within scope
- Managing and keeping track of user stories, enhancements, technical debt, and bug fixes in the product feature backlog
- Acting as a point of contact among cross functional teams and stakeholders facilitating seamless communication and collaboration
- Ensured that project deliverables met the required quality standards and specifications.

Software Engineer

Synavos | Nov 2021- Mar 2023

- Worked as a frontend developer using JavaScript, React JS, Redux, Next JS, JEST, Bootstrap and SCSS
- Provide full lifecycle support through design, coding, implementation, integration, debugging and testing phases
- Guided and supported junior Software Engineers in resolving bugs and conducting thorough PR reviews, leveraging strong leadership skills

Software Engineer

Engin Technologies | Oct 2019 - Oct 2021

- Design, develop, and maintain responsive web applications using modern frameworks and technologies (e.g., React JS for front-end; Scala and Ruby on Rails for backend).
- Utilize Git for version control to manage codebase and collaborate effectively with team members on software development projects.
- Offering assistance to the development and QA team throughout the Planning, Development, and Testing phases of the SDLC