

Mayada Mohamed Ahmed

Contact

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Languages

📌 **Arabic:** mother tongue

📌 **English** :Fluent

PROFESSIONAL CERTIFICATE and Courses

📌 Project Management Professional- PMI (PMP)

📌 Risk Management Professional PMI- (RMP)

📌 Agile PM, Agile BA

📌 Professional Business Analysis-PMI (PBA)

📌 Professional Scrum Master (PSM)

Education

- **Future University** - Khartoum Sudan (Dec-2013) - bachelor's degree – Computer Engineering
- **Khartoum University** -khartoum sudan (Aug-2021)- MSc. Engineering managment

Summary

I am an experienced IT Business Analyst and Project Coordinator with 8+ years of experience supporting business solutions and analysing business processes, I have a range of key skills in business and system analysis with a thorough foundation in programming, database design, and fully cognizant of recent technological developments. I have a proven track record of translating stakeholder requirements into tangible deliverables that exceed expectations.

I am looking for a pioneer organization, where I can use my knowledge and skills in order to help it to achieve its strategic objectives

Skill Highlights

- Project Management skills
- Excellent Communication and interpersonal skills
- Problem-solving
- Analytical skills
- Business Documentations
- Customer Requirements Management
- Backlog Prioritization
- Agile Methodologies (Scrum)
- Team worker
- Writing reports
- Database (Oracle, SQL Server)
- Programming Languages and Software Testing
- Writing Documentations (BRD, FSD, SRS, RTM ..etc.
- MS Office, Jira, Trello, Asana , Azure DevOps , Primavira, MS Project
- Modeling the systems via Usecase & BPMNs tools
- UML
- Creating Wireframes and Prototypes
- Operating systems
- System development life cycle (SDLC)
- Enterprise Resource planning (ERP)

Experience

IT Business Analyst

DAL Technology (Abu Dhabi), UAE (From Oct 2019 to Feb 2023)

- 📌 Knowledge of project management and the associated principles, tools and activities.
- 📌 Requirement gathering, specifications and test plans documentations
- 📌 Requirements Documentation through the user stories, use cases, and BRS document.
- 📌 Support Business decision process by providing sound Business Case Analysis and prepare analytical reports in support of Projects Performance Management
- 📌 Working closely with the solution development and QA teams.
- 📌 Provide support for preparing Business Plan & Variance Analysis and Risk and Opportunities
- 📌 Maintain historical cost trend for estimations and tenders
- 📌 Liaison with the external auditors and internal audit teams in implementing audit Recommendations
- 📌 Validating and assessing new changes to the scope of work.
- 📌 Leading the UAT.

Junior Business Analyst

Melter (Abu Dhabi) , UAE (From Sep 2017 to Sep 2019)

- 📌 Defining and analyzing the business requirements
- 📌 Ensuring that the business needs are properly modeled and analyzed and are

Projects

- IT Projects
- Construction Projects
- Health Care Projects
- Educational Projects

IT Project Coordinator

Albadri (Khartoum), Sudan (From Jan 2017 to Sep 2017)

- + Coordinate project management activities, resources, equipment and information
- + Liaise with employees to identify and define requirements, scoping documentation
- + Assign tasks to internal teams and assist with schedule management
- + Update project progress and handle any issues that arise with the team and management
- + Act as the point of contact and communicate project status to all participants and management
- + Use tools to monitor working hours, plans and expenditures
- + Create and maintain comprehensive project documentation, plans and reports
- + Manage agendas/appointments etc. for the management

IT Project Coordinator

TAWFEER Facilities Cards (AbuDhabi), UAE (From Jan 2014 to Jan 2017)

- + Submit timely reports and prepare MOM/presentations/proposals as assigned
- + Sharing relevant documentation and reports with project teams
- + Providing information and regular support to stakeholders
- + Being point of contact for various working groups
- + Developing in-depth understanding of project scope and particulars i.e. timeframes, financials, outcomes
- + Ensuring resources and equipment are always available
- + Understanding formal escalation and review processes
- + Providing support to project managers and business leaders when requested
- + Thorough project documentation
- + Creating and reviewing of reports
- + Working effectively with a team, multi-tasking, effective time management, and wide knowledge of IT concepts.