



TAHIR SHEIKH

PORTFOLIO MANAGER & SENIOR PROJECT MANAGER

CAREER HISTORY

Portfolio Manager & Senior Project Manager

PREMIUM TRANSPORT | FEB 2021 - JAN 2023

Led a portfolio of multiple projects.

PROJECT - Information security and Cybersecurity.

POSITION/ROLE- Senior Project Manager.

STATUS - Completed within scope, timeline and budget.

CERTIFICATION completed: Certified Information Security Manager (CISM).

- Planned and executed projects with Confidentiality, Integrity, and Availability (CIA Triad model).
- Planned and executed Infrastructure Readiness.
- Planned and executed Information security matrix (sensitive data point, vulnerability assessment, privileged vs non-privileged access and user activities).
- Network Security - Malware Prevention - Incident Management - Home and Mobile Working - Secure Configuration - Managing User Privileges - Removable Media Controls - Established a monitoring strategy

PROJECT - AWS Migration.

POSITION/ROLE- Senior Project Manager.

STATUS - Completed within time, scope and budget.

CERTIFICATION completed: AWS Solutions Architect Associate.

- Designed, Planned and executed multiple AWS migration projects.
- Migrated multiple servers including SQL database, NO SQL etc.
- Owned the technology team budget for AWS Cloud Migration.
- Recruited, managed, and coached a diverse team of talented Professional - Services managers and individual contributors

ABOUT ME

I am a seasoned Portfolio & Senior Project Manager with over 16 years of experience. I have completed multiple high-value \$1M-\$83M projects in AWS migration, Info & Cybersecurity, Software development, Construction, Sales & Marketing.

I have demonstrated experience leading the implementation and support of information technology projects and possess strategic leadership skills to build, develop, empower, and supervise multi-disciplinary teams. I also have strong interpersonal, oral, and written communication skills to build partnerships, consensus and effective working relationships with internal partners, clients and other partners. Additionally, I am highly proficient in project management skills and attention to detail with the ability to communicate effectively with and influence across all levels of the organization.

In summary, I am a highly driven individual with superb communication skills that can set clear expectations and hold people accountable. I possess a solid grasp of key business and technology disciplines including Strategy, Governance, Business Analysis, Project Management and QA, Dev Ops, SDLC and Agile methodologies. I am highly agile and able to zoom in and out as required to ensure successful project/program delivery.

SKILLS & EXPERTISE

- Agile, Incremental, Iterative & Waterfall.
- Project Management Tools & Methods: PMI, Prince2.
- Stakeholder Management - Project Management - Project governance - Budgeting - Profit Management - Profit Enhancement - Strategic Planning - Revenue Growth - Data Analysis - Analytical - Agile - Issue resolution - Conflict resolution - Escalation - Cross-Culture Team Building - Critical Thinking - Risk Mitigation - Communication - Contingency - Leadership Engagement - Daily Standup - Progress reporting - Continuous improvement

GET IN TOUCH

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EDUCATION

- Project Management Professional (cert PMP)
- Certified Information Security Manager (CISM)
- AWS - Solutions Architect (cert SA)
- AWS - DevOps Engineer (cert DevOps Engineer Prof)
- Bachelor's in Business & Administration

PROJECT - AWS IAM.

POSITION/ROLE- Senior Project Manager.

STATUS - Completed within time, scope and budget.

CERTIFICATION completed: AWS Solutions Architect Associate.

- Understanding of modern identity and access management concepts and best practices.
- Implemented and supported various Identity and Access Management (IAM) solutions.
- Oversaw the creation of role-based access policies & risk profiles for individuals & associated applications.
- Reviewed and adjusted IAM processes (provisioning, de-provisioning, recertifications, etc..) to ensure that they are aligned with industry best practices.
- Champion the improvement of identity and access management processes, controls and communications related to Policies across various stakeholders and teams.

Portfolio Manager, Senior Project Manager & Operations Manager

KASHLAW PROFESSIONAL CORP | Jun 2008 - Jan 2021

Led a portfolio of multiple projects including Software Development, AWS, Information Security, Construction, Sales & Marketing.

PROJECT- Information Security & Cybersecurity.

POSITION/ROLE- Senior Project Manager.

STATUS - Completed within time, scope and budget.

CERTIFICATION: Certified Information Security Manager (CISM).

- Managed budget, staff planning, financial planning, tracking, and reporting. Simulated security breaches and create disaster recovery plans.
- Led a team of information security specialists, analysts, and engineers.
- Demonstrated ability to manage multiple projects simultaneously.
- Demonstrated Project Management (PM) competencies: budget and timeline management, scope management, risk management, timely decision making, effective team building, ability to prioritize and delegate appropriately and deal with changing priorities.

Senior Project Manager/Scrum Master
PROJECT - Online Platform/Application
POSITION/ROLE- Senior Project Manager/Scrum Master
STATUS - Completed within time, scope and budget.

-Online Platform planning, building and implementation.
-Features such as client-to-employee and employee-to-client info, status and messaging.

- Client register and log-in feature.
- Client transaction data and database integration.
- Documents, jpeg and other file format upload and download.
- Automatic transaction status updates such as "Completed - In progress and To do".
- Instant messaging between clients and employees.
- Call and/or virtual meeting schedule and setup feature.
- Application hosted on AWS cloud with database integration.

Senior Project Manager - AWS Cloud Migration
PROJECT - AWS Cloud migration.
POSITION/ROLE- Senior Project Manager.
STATUS - Completed within time, scope and budget.
CERTIFICATION completed: AWS Solutions Architect Associate.

- Accountable for managing complex technology projects involving infrastructure and software with complete oversight throughout the entire execution to ensure success as defined by adherence to standards of scope, budget, and timeline.
- Developed and managed comprehensive project plans that merged project requirements with company goals.
- Coordinated and held regular technical team meetings to determine progress and address any questions or challenges regarding projects.
- Collaborated with various managers and technical personnel during all project phases, from initial development through implementation.
- Documented, analyzed, planned, and developed requirements and standards for AWS migration and other complex IT projects.
- Managed budget, staff planning, financial planning, tracking, and reporting. Developed business case justifications and cost/benefit analyses for AWS cloud migration spending and initiatives.
- Managed process to receive, review and make decisions on proposed modifications to project plans, timelines, scope, and budget, including meeting with stakeholders to approve and implement beneficial changes.

Help Desk Manager

Apple Inc | Jun 2008 - Jan 2021

- Apple Inc, Toronto, ON Managed and guided a team of Six (6).
- Expanded cross-functional organizational capacity by collaborating across departments on priorities, functions and common goals.
- Maximized performance by monitoring daily activities and mentoring team members.
- Developed and maintained relationships with customers and suppliers through account development. Reduced process bottlenecks by training and coaching employees on practices, procedures and performance strategies.