Fahad Sarwar

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Summary

Experienced Project Manager and Scrum Master with a strong background in managing cross-functional teams, Agile project delivery, and digital transformation projects. Skilled in Scrum, Agile methodologies, project planning, risk management, stakeholder engagement, and process improvement. Adept at delivering projects on time, improving team efficiency, and driving business outcomes in technology, education, and consulting domains.

Technical Skills

i.   **Project & Agile Tools:** Jira, Azure DevOps, Monday.com, Confluence, Slack
ii. **Project Management Frameworks:** Agile, Scrum, Waterfall, Kanban
iii. **Productivity & Collaboration:** Power BI, Excel, Miro, Notion
iv. **Web & Digital Tools:** WordPress, HTML, CSS, GA4, GTM, GSC, RankMath
v.   **Programming / Analysis:** Python, MATLAB, C++, Java
vi. **Certifications:** Professional Scrum Master I (Scrum.org)

Career History

Vialogic LTD   **Project Manager/ Scrum Master**   **Dec 2022 – to date**

i.   Managed research projects in AI applications and data systems for clients across Europe, the Middle East, and Asia.
ii. Delivered WordPress and SaaS projects, ensuring on-time delivery and client satisfaction.
iii. Implemented WordPress SEO setups and managed SSL & cPanel configurations.
iv. Facilitated Agile ceremonies, including daily standups, sprint planning, retrospectives, and backlog refinements.
v.   Worked closely with Product Owners and Business Analysts to align project delivery with business objectives.
vi. Documented project workflows in Confluence, Notion, and Slack to streamline team collaboration and communication.

BDBI Ltd – Remote, UK   **Scrum Master**   **Feb 2022 – Dec 2022**

i.   Led cross-functional remote teams delivering cloud-based Big Data and analytics projects.
ii. Facilitated Agile/Scrum ceremonies including sprint planning, daily standups, and retrospectives.
iii. Coordinated with stakeholders to align project delivery with business goals and KPIs.
iv. Monitored project progress using Jira and Azure DevOps, ensuring timelines and budgets were met.
v.   Implemented process improvements to enhance team efficiency and project quality.
vi. Provided coaching and mentoring to junior team members on Agile best practices.

Scrum Master, Project Manager, Business Project Manager, Agile, Scrum, Kanban, Jira, Confluence, Azure DevOps, Stakeholder Management, Risk Management, Project Planning, Project Delivery, Team Leadership, Change Management, Business Analysis, SDLC, Communication, Collaboration, Budgeting, Reporting, Banking Projects, IT Services, Research Projects

The Bank of Punjab	Officer Grade III (OG-3)	Dec 2021 – Apr 2022

i. Managed compliance tasks and ensured adherence to banking regulations and internal policies.
ii. Oversaw customer portfolios, providing account support and resolving inquiries efficiently.
iii. Handled daily branch operations, including cash management, cheque processing, and account reconciliations.
iv. Managed and processed all types of bills and utility payments, including electricity, gas, water, and telecommunication bills.
v. Maintained accurate records and documentation for audits and reporting.
vi. Assisted clients with banking services, improving customer satisfaction and operational efficiency.

GC University, Lahore	Event Manager	Apr 2018 – Nov 2019

i. Organized student events for 500+ attendees, coordinating vendors, logistics, and budgeting.
ii. Managed event timelines and ensured smooth execution from planning to completion.
iii. Collaborated with faculty, student committees, and external partners to meet event objectives.
iv. Oversaw registrations, attendee engagement, and post-event evaluations to improve future events.

Education

GC University,Lahore	MS Mathematics	Jan 2023
AIO University	BEd (Inclusive Education)	Oct 2022
GC University,Lahore	BS(HONS) Mathematics	Oct 2020

Training & Certification

- APTN RegionalIntersex Advocacy Fellowship   Apr 2025
- Top 30% Python Coder   Jul 2025
- Maximizing Value & Minimizing Waste in Scrum   Sep 2024
- The Complete Storytelling for Business Guide   Sep 2024
- Get started with Jira   May 2024
- Professional Scrum Master™ I (PSM I)   Jun 2024
- The Ultimate Agile Scrum Master Certification Training   Jan 2024
- Automate tasks and processes with Jira   Dec 2023
- Business Analysis & Process Management   Dec 2023
- Agile Product Lifecycle Management   May 2023
- Understanding Product Management   Mar 2023
- DATA ANALYTICS – EMPLOYABILITY   Jun 2022

Languages

English – Fluent

References

Available on Request

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