

Kaif Abdullah

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SUMMARY

I am a results-driven project management official with experience managing infrastructure projects for international clients. I focus on coordinating cross-functional teams, ensuring timely delivery, and maintaining strong vendor and stakeholder relationships. With expertise in financials, procurement workflows, and tools like SAP Ariba and JIRA, I aim to optimize resources, mitigate risks, and keep clients satisfied across all project phases.

EDUCATION

Examination	Board / University	School / College	Completion Year
B. Tech (Information Technology)	Dr APJ Abdul Kalam Technical University (Formerly Uttar Pradesh Technical University)	Pranveer Singh Institute of Technology, Kanpur	2021
Intermediate	Indian School Certificate, New Delhi	Anand Bhawan School, Barabanki	2017
High School	Indian Certificate of Secondary Education, New Delhi	Anand Bhawan School, Barabanki	2015

PROFESSIONAL EXPERIENCE

Organization	HCL Technologies
Designation	PMO - Project Executive
Duration	October 2023 to Present
Responsibilities	<ul style="list-style-type: none">Delivered multiple concurrent infrastructure projects (cloud, network, service desk) across transition and BAU phases for global clients.Acted as PMO SPOC for Infra GEO stakeholders, coordinating delivery across operations, geographies, and enabling functions.Led full project lifecycle: scoping, planning, budgeting, stakeholder engagement, execution, risk management, and hypercare.Managed project financials: budgeting, billing, revenue assurance, cost tracking, audit support, and policy compliance.Handled vendor governance: PO/CRD tracking, contract renewals, invoice validation, SLA monitoring, and procurement liaison.Ensured audit readiness and compliance via documentation upkeep, dashboards, and tracker/reporting alignment with standards.Collaborated with Finance, IT, Infrastructure, and Admin for onboarding, access provisioning, asset allocation, and support.Maintained TOS, CIM, RAS, PRF dashboards; flagged delivery risks and ensured timely stakeholder updates.Proficient in SAP Ariba, SAP Fiori, MS Project, JIRA, and MS Excel for procurement, project tracking, and resource planning.Oversaw SLA metrics, resource allocation, and ticket closure tracking to ensure delivery performance and project health.Served as client-facing lead: managing communications, aligning delivery to contractual terms, and handling escalations.Led weekly reviews and governance meetings to track milestones, resolve issues, and drive risk-based decision-making.

Organization	Freelancing
Designation	Project Management (Ecommerce)
Duration	April 2022 – September 2023
Responsibilities	<ul style="list-style-type: none">Managed end-to-end delivery of digital and e-commerce infrastructure projects for international clients, from scoping and planning to execution, delivery, and post-launch optimization.Led cross-functional teams to launch fully functional Shopify and WooCommerce websites, ensuring smooth integration of payment systems, UX optimization, and on-time delivery.Oversaw financial reporting projects using Excel and Google Sheets, analysing performance data to improve profitability and reduce operational costs.Acted as the client-facing lead for multiple e-commerce accounts, aligning deliverables to business goals and ensuring high satisfaction through regular updates and risk mitigation.Coordinated market research and product sourcing initiatives using tools like Helium 10 and Alibaba, managing the lifecycle of private-label product launches, including vendor engagement, branding, and compliance.Maintained clean and actionable datasets for business intelligence and reporting dashboards, supporting real-time insights and decision-making.Utilized project and collaboration tools like Google Workspace to streamline task tracking, team communication, and milestone governance.

Organization	Infosys Limited
Designation	System Engineer
Duration	August 2021 - March 2022
Responsibilities	<ul style="list-style-type: none">Developed, tested, and supported software solutions, including embedded systems and data-driven applications, while collaborating with cross-functional teams to meet client requirements.Interacted with international clients to gather technical requirements and deliver customized solutions aligned with business needs.Completed intensive 3-month training in Python-based data analysis, covering statistics, probability, data visualization, exception handling, and libraries such as Pandas and NumPy.Participated in system evaluation and prototyping, contributing ideas for performance improvement and feature enhancements.Adapted quickly to evolving project needs and supported agile development cycles in fast-paced environments.

LEADERSHIP EXPERIENCE

- Team Leadership:** Oversaw and guided a 16–18 person project team, encouraging cooperation and producing positive project results that increased efficiency.
- Motivation:** Increased team productivity by inspiring and motivating team members to overcome obstacles and accomplish project objectives.
- Conflict Resolution:** Increase in team satisfaction attained by negotiating and resolving each conflicts, guaranteeing efficient project execution and upholding positive team dynamics.
- Change Management:** Oversaw organizational change in the project setting, guaranteeing continuity.
- Process Improvement:** Executed process enhancements, increasing team productivity, cutting delays, and reducing project completion time.

Other Details

Details	Information
Home Address	Sharjah Nagar Colony, Barabanki, Uttar Pradesh, India - 225001
Language Known	English, Hindi, Urdu
Available to join	30 Days
Passport No	C5272171
