

# AMIRA KHOUCHA

## IT PROJECT MANAGER

Project Controls | Governance | Infrastructure Support | Compliance-Driven Delivery

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 Bicton, Perth WA

**Immediate Availability**

## PROFESSIONAL SUMMARY

IT Project Manager with experience delivering structured technology initiatives across SaaS, fintech and regulated environments. Strong background in project governance, risk management, compliance-focused delivery and cross-functional stakeholder coordination.

Experienced in managing infrastructure, security and integration projects under Agile and structured methodologies, ensuring audit-ready documentation and controlled execution.

Academic foundation in Civil Engineering providing a structured approach to infrastructure-related and compliance-driven project environments. Contributing to digital transformation initiatives with a focus on workflow optimisation and structured execution.

## PROFESSIONAL EXPERIENCE

### IT PROJECT MANAGER CONSULTANT | CRIEX, DUBAI, UAE | 2025 TO JAN 2026

Cryptocurrency payment gateway enabling businesses to accept crypto payments and receive instant settlement

- Led project delivery within a 20-person fintech startup, working directly with founders and senior stakeholders
- Managed end-to-end rollout of payment gateway features from scope definition to release
- Coordinated developers, product and compliance stakeholders in a fast-paced, high-accountability environment
- Structured Agile sprint planning and delivery tracking to improve execution discipline
- Supported merchant onboarding and platform enhancements during growth phase
- Introduced clearer milestone tracking and risk visibility, improving delivery predictability
- Acted as central coordination point between technical teams and business leadership
- Contributed to structuring delivery processes in an early-stage environment

### IT PROJECT MANAGER (TRANSVERSAL) | TRAINING ORCHESTRA, PARIS, FRANCE | 2022 TO JAN 2025

Global B2B SaaS company specializing in training management and financial planning solutions

- Delivered structured IT and transformation initiatives including security reinforcement and infrastructure migration.
- Maintained project controls including risk tracking, issue registers and structured reporting to leadership.
- Coordinated cross-functional stakeholders (IT, Product, Finance, Sales) and external service providers.
- Managed IT support budget oversight and cost monitoring.
- Led secure migration from FTP to SFTP across 100% of clients, including high-security banking environments.
- Designed SharePoint governance framework including permission hierarchies and documentation structure.
- Built a full internal IT knowledge base with audit-ready documentation practices.
- Supervised technical support operations and contributed to recruitment and onboarding.

## **FREELANCE PROJECT MANAGER AND TECHNICAL CONSULTANT | WORLDWILD | 2019 TO 2026**

Delivered digital and technical projects across multiple industries. Independent consulting projects alongside full-time roles.

- Managed project scoping, timeline planning, coordination and delivery tracking.
- Developed mobile application "Keep in Touch Family" (Flutter and Firebase).
- Delivered WordPress and e-commerce platforms, including hosting and maintenance.
- Contributed to NFT-based web project "Starving Shark" (web integration and delivery support).
- Provided consulting for executive private network (Cercle Hebe, Paris).
- Ensured documentation structure, milestone tracking and post-deployment support.

## **TECH PRODUCT MANAGER / INTEGRATION LEAD | ADOMIK, PARIS, FRANCE | 2021 TO 2022**

Global AdTech SaaS company optimizing advertising revenue for digital publishers through data analytics and pricing intelligence

- Managed structured roadmap and milestone-based delivery.
- Oversaw integration framework with 80+ data connectors (REST, GraphQL, AWS).
- Coordinated technical and business teams under an Agile framework.
- Defined QA and delivery control processes to improve predictability.

## **EXECUTIVE AND PROJECT COORDINATION SUPPORT | MEDEF, OFFICE OF THE DIGITAL AMBASSADOR | 2017**

France's primary business advocacy and lobbying organization, representing private sector interests at national and European levels

- Coordinated executive-level planning and structured documentation.
- Supported national-level event delivery in a regulated institutional context.
- Exposure to public policy and digital transformation initiatives.

## **CORE CAPABILITIES**

- Structured Project Delivery in Regulated Environments
- Project Governance and Control Framework Implementation
- Risk Visibility and Delivery Predictability Management
- Cross-Functional Leadership in Growth-Stage Organisations
- Stakeholder Alignment and Executive Reporting
- Budget Awareness and Operational Oversight
- Infrastructure and Secure Systems Coordination
- Process Design and Operational Optimisation

## **TECHNICAL CAPABILITIES**

- Microsoft 365 and SharePoint Governance
- Microsoft Azure (administration exposure, access and security management)
- Microsoft Endpoint Manager and Intune
- Secure Transfer Protocols (SFTP and SSH)
- Jira and Confluence
- REST and GraphQL APIs
- Full-stack JS exposure (React, Node)

## **EDUCATION & CERTIFICATIONS**

### • **ÉCOLE 42 | ADVANCED SOFTWARE ENGINEERING PROGRAM**

Project-based architecture and software engineering pathway focused on systems logic, Infrastructure understanding and autonomous technical problem-solving. Peer-to-peer model with real-world builds and performance-based evaluation.

### • **HEC PARIS | EXECUTIVE CERTIFICATES**

Design Thinking; Digital Entrepreneur

### • **CIVIL ENGINEERING FOUNDATION | HIGHSCHOOL, GÉNIE CIVIL**

Technical training in construction fundamentals, structural principles, materials and technical drawing. Provides foundational understanding of infrastructure and structured project environments.

### • **WHITE CARD, WA CONSTRUCTION INDUCTION**

### • **MICROSOFT AZURE FUNDAMENTALS**

### • **ITIL FOUNDATION**

### • **ORACLE PRIMAVERA P6**

## **LANGUAGE & INTERESTS**

**English, Fluent - French, Native - Arabic, Conversational**

- Muay Thai (discipline, resilience and performance mindset).
- Golf (precision, strategy and long-term focus).
- Event organisation and community engagement.
- Emerging technologies, AI monitoring and automation.