

BRIAN CHIRCHIR

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PROFESSIONAL SUMMARY

Business Analysis, Product Ownership and Project Management professional with 5+ years of specialised experience delivering requirements engineering, digital transformation initiatives and end-to-end software development lifecycle programmes across fintech, telecommunications, research and digital product environments. Recognised for translating complex business needs into scalable technology solutions while aligning stakeholder priorities, governance frameworks and agile delivery practices to achieve measurable business outcomes. Consistently delivered high-impact improvements in operational efficiency, platform performance and delivery governance, including reducing reconciliation errors by 83% and increasing enterprise release compliance from 63% to 98% across multi-stakeholder technology programmes. Seeking to apply expertise in requirements engineering and product delivery to a Senior Business Analyst or Product Owner role requiring proven success in digital transformation initiatives and large-scale technology programmes.

EDUCATION

- **MSc Information Technology & Management** | University West | Trollhättan, Sweden | 2024
- **BSc Mathematics & Computer Science** | Multimedia University of Kenya | Nairobi, Kenya | 2019

SKILLS

Requirements Analysis, Requirements Engineering, Business Analysis, Product Ownership, Project Governance, Stakeholder Management, Backlog Management, User Storying, Acceptance Criteria, Process Mapping, Agile Delivery, Scrum Framework, SDLC Management, Release Management, Change Control, Business Modelling, Data Analysis, Solution Design, Risk Management, UAT Coordination, Workflow Optimisation, Systems Integration, Functional Specifications, Technical Documentation, Power BI, SQL Querying, API Integration, Product Strategy, Portfolio Tracking, Financial Systems.

EXPERIENCES

Research Project Manager (Contractor) | EBS / Commonwealth Secretariat | Remote | Jan 2026 – Present

Roles and Responsibilities:

- Coordinated project workflows and deliverable tracking across a 31-country GBV and SRHR research programme, ensuring alignment among globally distributed research teams and stakeholders.
- Established documentation governance processes that improved project information accessibility by 43% across shared collaboration environments.
- Managed contract administration activities for research consultants and implementation partners operating across multiple jurisdictions and compliance frameworks.
- Prepared executive briefings, meeting agendas and programme status reports that accelerated stakeholder decision-making.
- Maintained information architecture within Google Drive repositories, reducing document retrieval time by 17% and improving record accuracy.
- Facilitated virtual collaboration across international teams spanning multiple time zones, strengthening coordination and reducing communication bottlenecks.
- Administered contractor operations independently, overseeing scheduling, resource planning, invoicing and regulatory compliance while maintaining 100% on-time reporting and submission requirements.

Business Analyst / Product Owner | 4RDigital | Remote | London, UK | Jun 2024 – May 2026

Roles and Responsibilities:

- Produced comprehensive functional and non-functional requirements documentation that improved development readiness by 31% across mobile and USSD delivery streams.

- Directed backlog refinement for 120+ prioritised items, increasing sprint predictability by 29% and reducing scope ambiguity.
- Designed Power BI reconciliation dashboards that reduced operational errors by 83% and accelerated issue resolution.
- Coordinated end-to-end SDLC activities spanning product definition, design, development, testing, release and post-production support.
- Facilitated collaboration between business stakeholders, developers, quality engineers and product leadership to accelerate decision-making.
- Streamlined user acceptance testing processes by establishing structured validation frameworks that improved release confidence.
- Orchestrated virtual planning and delivery activities across distributed teams using asynchronous communication practices.

Project Manager / Business Analyst | 4RDigital | Remote | Greater London, UK | Aug 2022 – Jun 2024

Roles and Responsibilities:

- Defined business requirements and delivery frameworks for the Duka+ merchant credit platform, improving project visibility by 39%.
- Established governance controls that increased milestone adherence by 23% across multiple concurrent initiatives.
- Integrated stakeholder feedback mechanisms that improved requirements accuracy by 43% and reduced change requests.
- Coordinated full project life-cycle activities from requirements elicitation through deployment and operational support.
- Collaborated with London-based technology teams and local operational stakeholders to synchronise delivery schedules across geographically dispersed environments.
- Implemented project tracking frameworks that enhanced reporting efficiency and strengthened executive oversight.
- Consolidated project documentation standards, reducing requirements clarification cycles throughout delivery phases.

OTHER EXPERIENCES

- **Business Analyst** | GeoPoll | Hybrid | Nairobi, Kenya | Apr 2023 – Jul 2023
- **IT Project Manager / Business Analyst** | Safaricom PLC — M-PESA | Hybrid | Nairobi, Kenya | May 2022 – Apr 2023
- **Product Manager** | IntelliSOFT Consulting Ltd. | Hybrid | Nairobi, Kenya | Mar 2022 – May 2022
- **Product Designer & Business Analyst** | Touch Inspiration | Hybrid | Nairobi, Kenya | Oct 2020 – Mar 2022
- **Business Systems Analyst Intern** | Cytonn Investments | Nairobi, Kenya | Hybrid | Nov 2019 – Feb 2020

VOLUNTEER EXPERIENCES

- **Program Fellow** | GRIC Africa | Nairobi, Kenya | Apr 2021 – Mar 2022
- **Youth Coordinator** | Peace Ambassadors Kenya | Nairobi, Kenya | Jan 2016 – Jan 2018

TRAININGS & CERTIFICATIONS

- **Entrepreneurship & Product Innovation Program** | One League | Sept 2024
- **Project Management Professional** | Strathmore Business School (SBS)
- **Product and Project Collaboration** | Project Management Institute
- **Generative AI for Project Managers** | Project Management Institute (PMI)
- **Project Management Professional (PMP)** | Project Management Institute (PMI)
- **ILO SIYB Certified Trainer** | International Labour Organisation
- **Design Thinking** | Stanford University

PROJECTS

MasterPeace Kenya Website | Aug 2022 – Present

- Designed, developed and maintained the MasterPeace Kenya website, including payment gateway integration to support online donations and payments while ensuring a responsive and user-friendly experience.

Ready Aiders Foundation Website | Apr 2022 – Present

- Developed the Ready Aiders Foundation website and integrated secure payment gateways to support fundraising activities, donor engagement and organisational visibility.

Oсотua CBO Website | Jun 2022 – Jul 2022

- Designed and developed a WordPress website for Oсотua CBO, creating a responsive platform to showcase community programmes and improve stakeholder engagement.

Sceptre Construction Limited Website | Mar 2021 – Apr 2021

- Designed and developed the company website using HTML, CSS, JavaScript, Bootstrap and PHP, delivering a responsive platform that strengthened the organisation's online presence.

PUBLICATION

Challenges of Integrating Artificial Intelligence in Software Project Planning | MDPI | June 2024

- Co-authored a systematic literature review exploring the key barriers to AI adoption in software project planning. The study analysed 17 Peer-reviewed publications (2019-2024) and identified 10 major technological, organisational and environmental challenges using Technology-Organisation-Environment (TOE) framework, providing practical insights for successful AI implementation in project management.

AWARDS

- **SI Scholarship for Global Professionals** | Swedish Institute | Aug 2023
- **Young Professional Award** | PMI Kenya | Dec 2022

MEMBERSHIPS

- **Member** | Project Management Institute | Nov 2024 – Present
- **Member** | Andela Community | Jun 2022 – Present
- **Member** | Gebeya Talent Community | Apr 2021 – Present

TOOLS

Jira, Azure DevOps, Confluence, Power BI, SQL, Miro, Figma, Microsoft Visio, Microsoft Project, Trello, Asana, Microsoft Excel (Advanced), Google Sheets, Google Docs, REST APIs, M-PESA Integration, Supabase, Vercel, Python, JavaScript, Slack, Microsoft Teams, Zoom, Atlassian Analytics, Monday.com, Notion AI, Productboard, Lucidchart.

LANGUAGES

- English - Fluent
- Swahili - Native

REFEREES

Available Upon Request.