



Md Zunayed Ahmed Siddique

Project Manager

Contact

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About Me

Results-driven Project Manager with 3+ years of experience leading web and software development projects from planning to successful delivery. Skilled in managing cross-functional teams, optimizing workflows, and ensuring projects are completed within scope, timeline, and budget. Adept at translating business needs into actionable project plans and maintaining clear communication with clients and stakeholders at all levels.

Skills

- Project Management Tools: Jira, Confluence, Trello, Asana
- Software Development Methodologies: Agile, Scrum, Waterfall, Hybrid
- Collaboration Tools: Slack, Microsoft Teams, Zoom
- Documentation: MS Office Suite, Google Workspace
- Managerial Skills: Team Leadership and Mentoring, Stakeholder Management

Education

- Master of Business Administration
North South University 2021 - 2024
CGPA: 3.39
- Bachelor of Science in Computer Science and Engineering
North South University 2015 - 2020
CGPA: 3.38

Experience

- Project Manager
Bit Mascot (Pvt.) Ltd. 2025 - Present
 - Lead end-to-end project delivery, including planning, scheduling, budgeting, execution, monitoring, and closure.
 - Define project scope, goals, deliverables, and success criteria in collaboration with stakeholders and clients.
 - Assign tasks, manage workloads, and track team performance to ensure smooth execution and timely delivery.
 - Use project management tools (Jira, Confluence) to manage timelines, dependencies, and progress.
 - Facilitate Agile ceremonies (daily stand-ups, sprint planning, backlog refinement, sprint review, and retrospectives).
- Assistant Project Manager
Bit Mascot (Pvt.) Ltd. 2024 - 2025
 - Oversee resource allocation and team management for productivity.
 - Coordinate with clients and stakeholders for updates and feedback.
 - Use Jira and Confluence for project planning and collaboration.
 - Conduct manual testing for quality assurance.
 - Monitor team progress and ensure task completion.
- Project Coordinator
Bit Mascot (Pvt.) Ltd. 2023 - 2024
 - Conducting thorough testing of websites and digital products for quality assurance.
 - Attending client meetings for updates, progress demonstrations, and issue discussions.
 - Maintaining communication with team members to monitor task progress and meet deadlines.
- Project Manager
Space Cats 2022 - 2023
 - Developing and maintaining project plans, schedules, and budgets.
 - Leading cross-functional teams, assigning tasks, and monitoring progress.
 - Communicating project status and issues to stakeholders.
 - Managing project scope and ensuring objectives are met.
 - Testing websites and mobile apps, documenting and reporting bugs.

References

Dr. Shazzad Hosain

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North South University
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Zahin Mahmud

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