

Shabiul Hasan

PMO-PC | Data Analyst | B.Tech (C.S.E)

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Objective

To keep adding value to my management/analytical skills and experience to achieve an established position through consistent efforts and dedication to learn and simultaneously contribute to the growth and success of the organization. And willing to take on new responsibilities to meet changing needs.

Profile Summary

- IT/SaaS Infrastructure professional with over 2 years of cross-cultural experience in Project Management, Service Delivery Management, Issue Management, Vendor Management, Business Process Management, Customer Relationship Management, Requirement Analysis, Data Analysis, Software Development extensively, and IT Service Desk.
- Stakeholder management (Vendor, Client/Customer, Internal departments - Management and Team): Interaction phone, email, and hosting project initiation and follow-up meetings, developing customer relationships.
- Comprehensive experience and exposure to the full project life cycle/ SDLC (Provide End-to-End Project Delivery).
- Excellent communication, analytical, interpersonal, and presentation skills.
- Monitoring and responding to all communications channels and handling escalations.
- Managing changing priorities under the scope of Projects / Orders / Client requests.
- Arranging process, cross-functional Training & Orientation for newly joined associates.
- A key Team Player- proactive, good listener, flexible, welcoming collaboration, problem solver, and positive attitude.

Professional Training and Certifications

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|--|------------------------|
| • Excel Skills for Business: Macquarie University University | • Data Analytics - EXL |
| • Intermediate SQL - Udemy | • Power BI - Udemy |

Education

Course	Institute	University	Year
B.tech(C.S.E)	Lloyd Institute	Dr. AKTU, UP, India	2023

Work Experience

Organization: Techninza (Gurugram, India)

Duration: May 2025 - Present

Job Profile: IT Project Manager

- Planned, executed, and delivered software projects, ensuring alignment with scope, timelines, and budget constraints.
- Led cross-functional teams, including developers, testers, and designers, to achieve project milestones and deliverables.
- Defined project objectives, created detailed plans, and managed project schedules using Agile, Scrum, or Waterfall methodologies.
- Facilitated daily stand-ups, sprint planning, and retrospective meetings to ensure continuous progress and improvement.

- Managed stakeholder expectations by providing regular project updates and addressing issues promptly.
- Monitored project risks and implemented mitigation strategies to minimize potential impact on deliverables.
- Oversaw resource allocation, tracked team performance, and optimized workload distribution for efficiency.
- Ensured software quality by coordinating testing, code reviews, and adherence to development standards.
- Maintained documentation for all project phases, including planning, execution, and closure reports.
- Continuously improved project management processes and tools to enhance productivity and outcomes.

Organization: Freelancer (Remote)

Duration : Oct 2024- April 2025

Job Profile: Project Coordinator

- Assisted in planning and executing blockchain and cryptocurrency project initiatives, ensuring alignment with timelines, scope, and regulatory requirements.
- Coordinated between cross-functional teams including developers, designers, legal, marketing, and compliance to ensure seamless project execution.
- Tracked project progress using project management tools such as Jira, Trello, or Asana and generated regular status reports for stakeholders.
- Maintained documentation related to smart contracts, tokenomics, whitepapers, and compliance protocols.
- Scheduled meetings, prepared agendas, and followed up on action items to ensure task completion and accountability.
- Monitored changes in blockchain regulations and industry trends to ensure project alignment with compliance standards.
- Supported the launch of token sales (e.g., ICO, IDO), NFT drops, or blockchain platform.

Organization: Telgoo5 (Noida, Uttar Pradesh, India)

Duration: Jan 2023- Oct 2024

Job Profile: PMO - Project Coordinator

- Successfully coordinated and managed OSS and BSS projects for Carriers, MVNOs & MVNEs, ensuring adherence to project timelines, budget constraints, and quality standards.
- Collaborated with cross-functional teams to define project scope, goals, and deliverables, ensuring alignment with organizational objectives.
- Utilized project management methodologies and tools to plan, execute, and monitor project activities, resulting in a 25% improvement in project efficiency.
- Prepared and delivered comprehensive project status reports to senior management, highlighting key achievements, challenges, and recommended solutions.
- Assisted in the planning and execution of OSS and BSS projects, contributing to the successful delivery of multiple projects within budget and timeline constraints.
- Coordinated project meetings, documented meeting minutes, and tracked action items to ensure timely resolution of project-related issues.
- Assisted in the development and maintenance of project documentation, including project plans, schedules, and status reports.
- Evaluate new recommended changes on existing projects to determine the risk associated with it.
- Analyzing and monitoring the project activities to minimize impediments on the project • Organizing weekly meetings between the project manager, client, and other stakeholders
- Conducting meetings and presentations to share ideas and findings.
- Performing requirements analysis.
- Documenting and communicating the results of development efforts.

- Ensuring solutions meet business needs and requirements.
- Monitoring the daily progress of projects.
- Assist team towards successful project delivery.
- Help the project manager allocate tasks on the Project management tool.
- Identify and encourage areas for growth and improvement within the project
- Facilitate daily follow-up meetings with software developers, business analysts, and software architects.

Core Competencies

- Project management (initiating, planning, budgeting, executing, Infrastructure & operations support. controlling & closing)
- Process Improvement and Optimization Strategies • Stakeholder Communication and Coordination
- Open to Learning and sharing best practices.
- Comprehensive knowledge of product lines, technical knowledge
- KPI Tracking and Optimization
- API Testing using Postman
- Managing Client Requests and Deliverables

Technical Competencies

- Data Visualization and Analysis Tools (Tableau, Power BI, Excel)
- Proficiency in Project Management Tools (JIRA, Asana, Trello, MS Project)
- Collaboration and Documentation Tools (SharePoint, Confluence, MS Suite, Google Suite)
- Design & Prototyping Tools (Figma, Sketch, MS Visio)

Personal Details

- Date of Birth: 15th Feb 1998
- Present Address: R-154, Joga Bai Extension, Jamia Nagar, New Delhi-110025