



# FARDINA SULTANA KIMI

PMP Trained | Software & Business Analyst |  
Tech Enthusiast

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📍 Germany

## EDUCATION

Masters in Automotive  
Software Engineering  
TU Chemnitz

2023 - Current

Bachelor of Science  
IUBAT

2015 - 2018

## SKILLS

- Strong analytical skill
- Negotiation Skills
- Problem-Solving
- Time Management
- Presentation Skills
- Team Collaboration

## LANGUAGE

English (Professional proficiency)  
German (Beginner)

## About Me

I am a results-driven Business Analyst and Software Enthusiast with PMP training and experience in managing government and international projects. Skilled in requirement analysis, business process optimization, and stakeholder communication, I bridge technical teams and end users. Adaptable, quick learner, and problem-solver, I excel in fast-paced environments.

## WORK EXPERIENCE

Mar 2023 – Present

**Senior Business Analyst** | Tappware Solutions Limited

- Managing government and international projects, including Business Analyst teams.
- Overseeing QA reports and ensuring quality standards.
- Preparing key documentation (SRS, CRS, RFP, EOI, user manuals).
- Acting as a bridge between developers, end users, and stakeholders.

Apr 2020 – Feb 2023

**Business Analyst** | Divine IT Limited

- Creating technical documentation and performing in-depth requirements analysis.
- Evaluating business processes, identifying improvements, and implementing solutions.
- Conducting software testing and providing training to end users.

Sep 2018 – Dec 2019

**Support Engineer** | Digicon Technologies Ltd

- Maintain and troubleshoot call center solutions (Avaya, Asterisk, Vicidial, GoAutoDial).
- Troubleshoot Windows workstations and basic networking issues.
- Liaise with vendors, ISPs, and IP telephony providers for issue escalation.

## TRAINING & ACHIEVEMENTS

- 2024 IEEE day ambassador, Germany Section.
- Project Management Professional (PMP) Training.
- Data Science Training under Fast Track Future Leader (FTFL) of ICT Division, Bangladesh Govt.
- "Orientation and Advance IT trouble-shooting" Training.
- Participation in CSE Math Olympiad, IUBAT University.