



# KAUSHIK DAS

Project manager with overall responsibility for the management, performance and completion of new product development projects

## Relevant Experience

### Codebuddy

Project Manager

— Sept 2022 to Nov 2022

### InfluxIQ Tech

Project Coordinator

— December 2020 to July 2022

### Chakdaha Model School

Computer Faculty

— July 2015 to March 2020

### Kloud Byte

Online Bidder

— March 2014 to July 2016

### WIPRO

HP Tech Support

— March 2013 to July 2015

## PROJECT MANAGER

### ROLE AND RESPONSIBILITIES

- Meet potential clients over virtual meets, discuss requirements, highlight our workflow, suggesting technologies best suitable for the requirement, assuring the priorities and mailing BRD after discussion with the stakeholders and tech lead.
- Create a detailed SRS along with the tech lead and get it approved by the client.
- Provide Timeline and Delivery Plan on the features approved by the client.
- Forward Scope of Work to the client for approval.
- Provide day to day coordination, support the team to encourage adoption of Agile framework best practices.
- Manage multiple projects simultaneously and assist other Project manager in to develop documentation, software work plans, and keep documentation up to date, estimating completion dates and resource allocation.
- Provide KT to developers, testers and other PMs and ensure a smooth handover of tasks within the team.
- Provide MoM, WSR to clients, highlight the progress on current sprint and expectation for the upcoming week, client dependencies are also kept record of in the WSRs.
- Daily or Weekly Internal Scrum based on Project requirements.
- Managing documents using Notion. All project details like BRD, SOW, Delivery Plan, WSR, MOM, Credentials, feedback & query from client, important links, KT videos are stored in Notion in an organized manner.
- Track and manage project execution and time tracking in accordance with though various Project Management Tools and company's solution delivery roadmap.
- Lead backlog refinement activities. Ensure tasks in current sprint are tagged, ETA updated, .
- Verifying project specific DSM of developers and testers on a daily basis.
- Collaborating with lead developers, team members ensuring the smooth functioning of the Product development process.
- Testing the features approved by the QA team.
- Ensuring bug free demo before every Client Scrum.
- Communicating effectively over Skype and Slack with the client and internal team.
- Feedback, queries, add on from the client are documented in Notion and forwarded to the team.

### Possess hands-on experience working on the following:

- **Communication tools:** Slack, Skype
- **Data Management platform:** Notion
- **Project management tools:** Zoho, Jira, Asana, Monday.com

## Educational Background

**Diploma in Elementary Education**  
**NIOS**

— November 2019

**RBC College**  
**West Bengal Sate University**  
**B.COM**

— June 2013

**Julian Day School, Kalyani**

**ICSE Board**

— May 2008

## CERTIFICATIONS

- **Project Management Foundations: Teams**

Course completed on Sep 11, 2022

Program: PMI® Registered Education Provider | Provider ID: #4101

Certificate No: ATPPNhH5OeufQqAc\_zHDHSrJS6GS

- **Agile Methodology Virtual Experience Program**

**Cognizant USA Agile Methodology, Issued by Forage**

Certificate of Completion November 19th, 2022

**Areas Covered:**

Waterfall vs Agile

User Stories Role

Assignments and Ceremonies Agile Tools and Concepts

Agile Curve Balls

Enrolment Verification Code KKDqkbEbkCi9sbAYT

User Verification Code AQ6pdXfuyWZMATLJ3

## PERSONAL INFORMATION

**Date of Birth: 3rd April, 1990**

C/O Mr Narayan Chandra Das  
Gourpara, Jora Shiv Mandir  
Chakdaha,  
Nadia.  
Pin. 741222

## Declaration

I hereby declare that all the statements made above are correct and true. I understand I am liable to be disqualified if the information furnished above is found to be incorrect.

**Kaushik Das**

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