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<https://kaushik007-sudo.github.io/cvnew/>



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Portfolio

# KAUSHIK DAS

## PROJECT MANAGER

Experienced IT Project Manager adept at delivering intricate projects, proficient in Figma for creating reports, designs, and workflows.

Well-versed in boosting productivity through AI tools such as ChatGPT, Midjourney, and Veed.

### Relevant Experience

#### Utah Tech Labs

Engineering Manager

— June 2023 to till date

#### iEncode Tech

Project Coordinator

— July 2022 to June 2023

#### 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

- 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 on the following:

- **Communication tools:** Slack, Skype
- **Data Management platform:** Notion, G-Drive
- **Project management tools:** Zoho, Jira, Asana, Monday.com
- **Version Control:** GIT Hub
- **Postman** API Testing
- **Keka:** Employee Management

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### Overview of Projects

- **Dream Crazy:** Helps users build new habits and maintain the perfect daily routine  
**Platform:** Hybrid App  
**Tech Stack:** Flutter, Python(Flask), My SQL, AWS, Cognito, Firebase
- **RM Fantasy:** Motor Cross Fantasy Game  
**Platform:** Hybrid App  
**Tech Stack:** Flutter (Implemented APIs provided by client to the frontend), Firebase
- **I-360:** Property Management platform to facilitate Owner, Renter & Maintenance person  
**Platform:** Hybrid App & Web  
**Tech Stack:** Flutter, Python(Flask), My Sql, AWS, Firebase
- **Chase the Zen:** A Mindful Running App with dynamic audio playback  
**Platform:** Native Android, iOS App & Web  
**Tech Stack:** Swift, Node JS, My SQL AWS Lambda, Cognito, Kotlin, Firebase
- **Four Stripes:** Interior Decoration Project Management Tool  
**Platform:** Native Android, iOS App & Web  
**Tech Stack:** Swift, Node JS, My SQL AWS Lambda, Cognito, Kotlin, Firebase
- **Impauerd:** E-Commerce platform  
**Platform:** Hybrid App & Web  
**Tech Stack:** React JS, Node JS, Mongo DB, AWS
- **PECE:** The ultimate ANS testing and reporting platform for your medical practice.  
**Platform:** Web  
**Tech Stack:** HTML, CSS, Angular, Node, Python, Mongo DB, AWS
- **BIO-ENERGETICS:** The ultimate ANS testing and reporting platform for your medical practice.  
**Platform:** Web  
**Tech Stack:** HTML, CSS, Angular, Node, Python, Mongo DB, AWS
- **Grace Medical:** A single point of contact for patients and Medical service providers  
**Platform:** Web  
**Tech Stack:** HTML, CSS, Angular, Node, Python, Mongo DB, AWS
- **Montessori Sprouts:** Student Management platform for School  
**Platform:** Web  
**Tech Stack:** HTML, CSS, Angular, Node, Python, Mongo DB, AWS
- **Transcendent Pagan Institute:** A Contemporary Blended Orphic Mystery School  
**Platform:** Web  
**Tech Stack:** HTML, CSS, Angular, AWS

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### Educational Background

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

— November 2019

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

— June 2013

**NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY (NIELIT)**

— May 2009 (Appeared)

**Julian Day School, Kalyani**  
**ICSE Board**

— May 2008

### How I initiate a project?

- Review documentation
- Create project workflow using Figma
- Discuss technical requirements with the client:
- Determine app type: Hybrid or Native
- Identify hardware integration needs
- Specify technology stack preferences
- Outline cloud services required
- Decide on login type: Social Login with/without AWS Cognito or Manual
- Address delivery considerations
- Plan for notification handling
- Specify API Documentation preference: Swagger or Postman file
- Ensure access to required platforms
- Consult leadership team regarding resource allocation
- Conduct Project Knowledge Transfer (KT) session for the team
- Prepare screen designs
- Initiate database, version control, and cloud setup
- Commence frontend development
- Work on the API list
- List of Good to have/ Must have, to be provided to the client, this can be provided before Project Completion.

KAUSHIK DAS

PROJECT MANAGER

Personal Information

CERTIFICATIONS

Date of Birth: 3rd April, 1990

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

- AWS for Beginners

Course Completed on September, 2023

Great Learning Academy
- 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

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