



# Sumana Huque

## Technical Project Manager (Scrum Master)

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**Dynamic Technical Project Manager (Scrum Master)** with around 10 years of experience in the tech industry, specializing in software development, telecommunications, and networking. Highly organized team player with exceptional communication skills, I possess comprehensive knowledge of all stages of the Software Development Lifecycle (SDLC) and Agile Scrum methodologies. Proficient in Network Management Systems (NMS) and well-versed in emerging technology trends, I excel in vendor and stakeholder management, technical documentation, and project management and coordination. I am eager to leverage my skills to drive successful project outcomes in the role of Technical Project Manager.

### Professional Experience

06/2024 – present  
Dhaka, Bangladesh

**Technical Project Manager (Scrum Master), Inovace Technologies** 📍

- Facilitate Daily Stand -Ups, Sprint Planning, Sprint Retrospective and others events of Scrum
- Closely Work with Product owner to backlog prioritize and refinement and foster clear communication
- Lead the Technical team and work with cross functional team by removing impediments to ensure Productivity
- Adhere team to Scrum values and principals, practices of Scrum
- Track team progress and ensure continuous improvements of team
- Developing and managing project plans, timelines, budgets, and risk assessments
- Overseeing and directing technical teams throughout the planning, design, development, testing, and launch stages of a project
- Communicating progress, risks, and expectations both internally and externally
- Collaborating with executive management and other stakeholders to develop project scope
- Assessing project performance and launching corrective action or realigning tasks when needed
- Leveraging technical skills to identify and resolve project issues
- Establishing and enforcing project standards and best practices

09/2021 – 03/2024  
Dhaka, Bangladesh

**Assistant Vice President( Technical Project Coordinator),**

*Green Delta Insurance Limited* 📍

- Monitoring project progress and creating project status reports for project managers and stakeholders.
- Assisting with resource scheduling so that the team will be able to complete their tasks within the schedule.
- Scheduling stakeholder meetings and facilitating communication between the project manager and stakeholders throughout the project life cycle.
- Managing project management documents such as the project plan, budget, schedule or scope statement, as directed by the project manager.

	<ul style="list-style-type: none"> <li>• Participate in vendor selection process and negotiation meetings to select appropriate vendor for company benefit.</li> <li>• Support team members when implementing risk management strategies.</li> <li>• Resolve conflict through multiple teams.</li> </ul>
06/2021 – 08/2021 Dhaka, Bangladesh	<b>Technical coordinator, Unimed Healthcare Limited</b> <ul style="list-style-type: none"> <li>• Communicating with international suppliers for sourcing bio-medical machines and implement them by team to various hospitals and health care centre.</li> <li>• Monitoring and engaging with service team for servicing implemented machines in different locations.</li> <li>• Prepare Tender document and place them in bidding and present on-site for represents company.</li> <li>• Arrange meeting for stakeholders and vendors for company with positive outcomes.</li> </ul>
03/2018 – 06/2021 Dhaka, Bangladesh	<b>Software Project Coordinator, Solution Art Limited</b> <ul style="list-style-type: none"> <li>• Coordinating with cross-functional throughout software project life cycle.</li> <li>• Preparation of technical documents like SRS, User manual, BRD, UAT feature list and user training materials.</li> <li>• Arrange meeting for stakeholders and vendors to carryout positive impact for company benefit.</li> <li>• Conduct necessary trainings to end users to use the product smoothly.</li> <li>• Performing UAT with team and log Change request or feedback for further analysis and incorporate them in updated version.</li> </ul>
05/2015 – 10/2017 Dhaka, Bangladesh	<b>Junior Engineer (Network Operation Centre), Royal Green Limited</b> <ul style="list-style-type: none"> <li>• Monitoring logical connection and provide 1st layer support and handles all issues arises from clients ends.</li> <li>• Solving logical and physical network connections problems and assigning teams for further actions.</li> <li>• Configuration network devices for clients and assign team to implement them to client side.</li> <li>• Prepare different reports and present them to the management.</li> </ul>
10/2017 – 03/2018 Dhaka, Bangladesh	<b>Senior Executive (Support and Solution), Bright Technologies Limited</b> <ul style="list-style-type: none"> <li>• Monitoring network logical connection for ensuring smooth network facilities to clients.</li> <li>• Provide 2nd layer support and handles all issues of network operation centre like checking soft switch connectivity, solving logical and physical network connections problems and monitoring alarms</li> <li>• Configuration network devices such as routers and switch for new clients and assign IP's and truck ID's.</li> <li>• Designing process and writing internal documentation and day to day management reports.</li> <li>• Providing training to the internal teams to ensure better team bonding and key performances.</li> </ul>
12/2012 – 12/2013 Dhaka, Bangladesh	<b>Solution Engineer, Solution Art Limited</b> <ul style="list-style-type: none"> <li>• Visiting clients with the marketing team and gathering requirements, analyse them and documented them in unusable format.</li> <li>• Prepare technical documentation SRS, User manual, BRD, UAT feature list and user training materials</li> <li>• Performing manual quality testing with teams and addressed the issues to the dev team for further actions.</li> <li>• Providing assistance to the deploy project to clients and training the user for smooth operations.</li> <li>• Working co-ordinately with development team and given training to Junior Team Members</li> </ul>

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## Education

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11/2010 – 12/2012	<b>University Of Rajshahi</b> <a href="#"></a>
Rajshahi, Bangladesh	MSC (Thesis) in Applied physics and Electronic Engineering, 1 st Class (73%)
03/2006 – 09/2010	<b>University Of Rajshahi</b> <a href="#"></a>
	BSC (Hons') in Applied physics and Electronic Engineering, 1 st Class (63%)

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## Skills

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**Hard Skills** — Vendor Management, Requirements gathering, Requirement analysis, Working with cross-functional teams, Meeting preparation, Scheduling, Budgeting • **Soft Skills** — Active Listening, Leadership, Critical Thinking, Conflict Resolution, Empathy, Interpersonal skill, Collaboration, Time management • **Documentation** — SRS, WBS, Gantt Chart, User Manual, Flow Diagram, BRD • **Programming languages** — C, C++, Java, Assembly, Mat lab, VHDL • **Tools** — Microsoft Project, Trello, Jira, Visio, Draw.io  , Lean-time

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## Languages

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[Bangla](#)[English](#)[Hindi](#)

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## Awards

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**National Science and Information & Communication Technology (NSICT) Fellowship-2012**  
Government of Ministry of Science and Technology (MOST) on the basis of MSc dissertation titled "Development and analysis of a Small Vocabulary Bangla Speech for Recognition"

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## Certificates

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### Certified Scrum Master

Issued Nov 2023 · Expires Nov 2025, Credential ID 001593198

### Prince 2 foundation

Successfully completed in 2018 with duration 18 hours

### CCNA Routing and Switching

Successfully Completed

### Microsoft Azure Data Fundamentals (DP-900)

Successfully Completed

### Advanced Certificate for Management Professionals (ACMP4.0)

### Project Management Professional (PMP)

Successfully completed in 2023 with duration 45 hours

### ITIL foundation 2011

Successfully Completed in 2018 with duration 18 hours

### Java SE

Successfully Completed

### PMP Basic, CAPM, Introduction to Project management, Business Analysis, Agile foundation

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## References

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**Ibrahim Hossain**, *Founder & CEO*, Global Skills Development Agency  
ibrahim@globalskilla.com.bd, 01711507367

**Maudud Al Raj**, *Senior Manager (Core Networking)*, Royal Green Limited  
raj@royalgreen.net, 01777706735

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## Publications

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**Analysis of a Small Vocabulary Bangla Speech Database for Recognition**