





# TAHFIZUR RAHMAN

## Associate Project Manager

 tahfizur29@gmail.com       [Tahfizur Rahman](#)  
 +8801967513648       [Tahfizur Rahman](#)  
**Address:** House # 03, Road#13, Sector#10, Uttara, Dhaka-1230



### Career Summary:

Dedicated Associate Project Manager driving successful project execution and fostering stakeholder satisfaction. With a strong foundation in sprint planning and user story creation, I excel in managing agile project backlogs and delivering innovative solutions that align with organizational goals and client needs. My technical expertise coupled with effective communication ensures transparency and proactive problem-solving in dynamic project environments.

### Work Experience:

 **Dynamic Solution Innovators Ltd.**

**Designation: Associate Project Manager**

**Job Description:**

- Managed day-to-day operations of projects while ensuring successful completion within established deadlines.
- Conducted A/B testing experiments to evaluate product features and optimize user experience, resulting in a 100% improvement in conversion rates.
- Provided regular status updates to senior management regarding progress on active projects.
- Resolved conflicts between stakeholders in a timely manner to prevent delays or disruptions in workflow.
- Collaborated with cross-functional teams to develop innovative solutions that meet customer needs.

**Jan 2024 - Present**

**Projects:**

1. Madrasa Management System.
2. ODMS V.2 (Container Management System).
3. Integrated Educational Information Management System.

**Strengths:**

Client Communication,  
Documentation,  
Requirement Gathering,  
Requirement Analysis

- Prepared presentations highlighting key findings from project analysis activities.
- Facilitated team meetings to review project goals, objectives, deliverables, and timelines.
- Developed and maintained comprehensive product documentation, including user stories, wireframes, and technical specifications.
- Assisted in developing training materials for end users on new system implementations.

## **Dynamic Solution Innovators Ltd.**

**Designation: Project Associate**

### **Job Description:**

- Managed project activities to ensure adherence to guidelines and timelines.
- Collaborated with project management team to develop training modules and technical papers.
- Updated senior management on project progress and addressed potential roadblocks.
- Prepared and submitted comprehensive project reports to provide timely updates.

## **Mohona Television**

**Designation: Business Analyst**

### **Job Description:**

- Managed program activities and ensured up-to-date records for efficient operations.
- Collaborated in developing new programs and optimizing existing ones for enhanced impact.
- Strategically allocated resources to facilitate program development and successful launches.

## **Cokreates Ltd**

**Designation: Implementation Coordinator**

### **Job Description:**

- Coordinated software project implementations to ensure timely completion.
- Developed project plans and schedules for efficient software implementations.
- Conducted training sessions for effective system utilization.
- Provided customer support throughout the implementation process.

**Oct 2023- Dec 2023**

### **Project:**

Integrated Educational Information Management System. (IEIMS)

### **Strengths:**

User Manual, Data Collection, Power BI, Documentation, UAT

**Jun 2022- Sep 2023**

### **Strengths:**

Daily Program Planning, Scheduling, Requirement Gathering, Requirement Analysis

**Oct 2019 – Feb 2022**

### **Project Experience:**

E-Government ERP Project.

### **Strengths:**

User Manual, UAT, Documentation, Requirement Gathering, on-site Client Support.

## Education:



Bachelor in Science in EEE

American International University-Bangladesh

CGPA : 3.01 / 4.00



Higher Secondary Certificate (Science)

Milestone College

GPA : 5.00 / 5.00



Secondary School Certificate (Science)

Milestone School & College

GPA : 4.50 / 5.00

## Academic Publication:



**Publication Body :** IEEE

A Novel Design of Radio Frequency Signal

Controlled Glass/Wall Cleaner Drone

[\(Credential\)](#)

## Professional Certification:



**Organization :** Project Management

Institute (PMI)

Fundamentals of Agile Project

Management [\(Credential\)](#)

## References

### **1. Md. Jafar Sadik**

Senior Software Engineer

Dynamic Solution Innovators Ltd.

Phone: +8801760379337

Email: jafar.sadik@dsinnovators.com

### **2. S.M. Asef Al Rajib Rana**

Senior Project Manager

Dynamic Solution Innovators Ltd.

Phone: +8801780900000

Email: asef.rana@dsinnovators.com

Passing Year : 2019

Passing Year: 2014

Passing Year: 2012

### **Skills**

Jira

Power BI

MS Project

Basecamp

Trello