Sakkhar Saha

Technical Project Manager, CSM®

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◖◗ Sakkhar Saha

🪪 OBJECTIVE

Highly motivated Technical Project Manager and Certified Scrum Master with over 7 years of experience leading cross-functional teams in Agile and traditional project environments. Proven track record of managing complex projects from initiation to completion, optimizing team performance, and delivering high-quality results on time and within budget. Skilled in stakeholder management, risk mitigation, and process improvement, driving efficiency and alignment with business goals. Adept at fostering collaboration, facilitating Agile ceremonies, and mentoring teams to achieve their full potential.Seeking to leverage my expertise in project management and Agile methodologies to contribute to a dynamic organization's success.

💼 PROFESSIONAL EXPERIENCE

MyMedicalHUB Corp. 🔗   Aug 2022 – present | Florida, USA
Technical Project Manager

- **Develop project plans:** Create comprehensive project plans that outline project scope, timelines, budgets, and resource allocation.
- **Manage project teams:** Lead cross-functional project teams, ensuring that team members are aligned on project goals and timelines.
- **Monitor project progress:** Track project progress against established plans, identifying and addressing any issues or risks that arise.
- **Communicate with stakeholders:** Keep stakeholders informed of project progress, risks, and issues, and ensure that they are aligned with project goals.
- **Risk Management:** Identified potential risks and issues impacting project success and developed comprehensive risk mitigation plans and contingency strategies to address challenges proactively.
- **Ensure quality control:** Develop and implement quality control processes to ensure that project deliverables meet established standards.
- **Technical Engagement:** Leveraged a solid understanding of technical aspects relevant to the project, actively engaging with technical teams to discuss and evaluate project requirements and solutions.
- **Facilitate project meetings:** Facilitate project meetings, ensuring that all stakeholders are aligned on project goals and timelines.
- **Develop project documentation:** Develop project documentation, including project plans, status reports, and other project-related materials.
- **Change Management:** Managed project changes by assessing impacts and communicating updates to relevant stakeholders. Implemented change management strategies to minimize disruption.
- **Facilitated Collaborative Code Reviews:** Oversaw and streamlined the code review process across development teams, ensuring adherence to coding standards, project timelines, and technical excellence.
- **Agile and Scrum Practice:** Implemented and managed Scrum practices across cross-functional teams, leading daily stand-ups, sprint planning, backlog refinement, and retrospectives. Facilitated seamless communication between developers, designers, and stakeholders to maintain alignment with project objectives. Ensured adherence to Agile principles, optimized team velocity, and mitigated risks through continuous monitoring and iterative feedback loops.

Achievement

- Successfully launched three major product releases within 18 months.
- Both the teams I handled secured an Advanced level of team maturity in the recent Agile maturity assessment conducted by the Agile Coaches.
- Improved team performance scores by 20% through continuous feedback loops and implementing team-driven process adjustments that catered to specific team needs.

Excel IT AI   Mar 2021 – Jul 2022
Associate Project Manager
- **Strategic Vision and Roadmap Development:** Define and communicate project vision and strategy, and create a roadmap guiding project processes.
- **Project Planning:** Oversee detailed planning of software projects, focusing on scope, resources,timelines, and risk management.
- **Documentation and Process Optimization:** Develop and maintain project documentation to enhance workflow efficiency and team productivity.
- **Prioritization and Requirement Analysis:** Collaborate with the development team to prioritize requirements based on customer feedback, market research, and business goals.
- **Cross-functional collaboration and Integration:** Ensure alignment between teams to meet project objectives and deliverables effectively.
- **Stakeholder Communication:** Maintain effective communication with clients, partners, and executives to ensure support for project goals.
- **Agile Leadership and Process Management:** Champion agile methodologies, overseeing project backlogs, sprint planning, and execution for efficient delivery.
- **Continuous Project Monitoring and Market Awareness:** Monitor project progress and industry trends, making necessary adjustments for success.
- **Quality Assurance and Performance Evaluation:** Implement testing protocols to ensure high standards of quality and performance.
- **Performance Metrics and Progress Reporting:** Develop and implement performance metrics, reporting regularly on progress, challenges, and achievements.

Linkin Limited   Nov 2018 – Aug 2020
Project Manager
- **Project Leadership:** Led the successful development and deployment of BPP shops and Workflow project management software, ensuring adherence to project timelines, budgets, and quality standards.
- **Team Management:** Oversaw a cross-functional team of software engineers, providing mentorship, guidance, and technical expertise. Conducted regular team meetings to enhance communication and collaboration.
- **Technical Expertise:** Contributed hands-on coding and technical expertise to the team. Collaborated with team members on complex problem-solving and provided support in critical development phases.
- **Agile Methodologies:** Implemented Agile methodologies, fostering an iterative and collaborative development process. Conducted regular sprint planning, review, and retrospective meetings to enhance project efficiency.
- **Client Collaboration:** Worked closely with clients and stakeholders to gather requirements, provide project updates, and address any concerns. Ensured client satisfaction by delivering software solutions that met or exceeded expectations.

Ignite Soft Bangladesh Limited   Nov 2016 – May 2018
Junior Project Coordinator
- Coordinated with cross-functional teams to support the development of digital products, ensuring that projects were delivered on time and within scope.
- Assisted the Product Manager in preparing product documentation, including user stories, sketches, and wireframes.
- Conducted market research and competitor analysis to support product feature decisions and strategies.
- Utilized project management tools such as Jira and Trello to track project progress and communicate with stakeholders.
- Supported product testing phases, providing detailed feedback to the design and development teams.
- Conducted user acceptance testing (UAT) to validate product features, improving overall quality and user satisfaction.

🎓 EDUCATION

Bachelor Of Computer Science & Engineering   Sep 2010 – Jul 2016
Daffodil International University

Higher Secondary Certificate   2009
Feni Govt. College

Secondary School Certificate   2007
Mohammad Pur Ramendra Model High School

🧠 SKILLS

Job Skills
- Highly productive in agile boards (**Azure DevOps, Jira**), project success metrics (**burn down, burn up, velocity**), scrum processes, self-organization & pair programming.
- Engaging in Siemens Agile Trainers Community, accountable for agile training for new hires.
- Deft in Agile techniques such as Continuous Integration (**DevOps pipeline**), Continuous Testing, pairing, automation, User stories, and estimation (**planning poker**).
- Skilled in using project management tools to generate custom reports on project progress, resource utilization, and task dependencies.

Technical Skills
- *Programming Skills:* PHP, Python, NodeJS, JavaScript, HTML, CSS.
- *Programming Language Framework:* Laravel, Django, ReactJS, and CSS
- *Project Management:* Agile Methodologies, Scrum, Waterfall, Kanban.
- *Project Management Tools:* Jira, Azure DevOps, SharePoint, Asana, Trello, ClickUp, MS Visio, MS Office
- *Project Planning Tools:* Microsoft Project, Microsoft Excel.
- *Project Design and Documentation Management:* Confluence, Notion, Microsoft Loop, UML, DFD, and system architecture
- **Prototyping Tools:** Figma, Draw.io, Miro.
- **Data Analysis:** Power BI, Microsoft Excel.
- *DevOps:* Sound knowledge in AWS, CI/CD Pipeline in Azure DevOps.

Personal Skills
- Provide updates to top management, lead, and coordinate with the team.
- Confident, articulate, and professional speaking abilities and experience.
- Leadership - Managed teams of multiple resources.

🔧 CERTIFICATES

- Certified Scrum Master® 🔗
- Six Sigma Yellow Belt (SSYB™) 🔗
- Fundamentals of Agile Project Management 🔗
- Foundations of Project Management 🔗
- Docker Swarm: BEGINNER + ADVANCED 🔗
- Project Management Foundations: Requirements 🔗

- Scrum Foundation Professional Certification - SFPC™ 🔗
- Career Essentials in Project Management by Microsoft and LinkedIn 🔗
- Agile Project Management From Google 🔗
- Project Initiation: Starting a Successful Project 🔗
- Project Management Foundations 🔗
- Product Discovery Micro-Certification 🔗

- Scrum Fundamentals Certified (SFC™) 🔗
- Software Design: From Requirements to Release 🔗
- Project Execution: Running the Project 🔗
- Project Management Foundations: Requirements 🔗
- Project Management Foundations: Communication 🔗

🧩 ADDITIONAL INFORMATION

Sex: Male
Date of birth: 31/01/1991
Nationality: Bangladeshi
Blood Donation: 32 times
Voluntary Activities:

Volunteer, Bangladesh Mathematical Olympiad, Bangladesh Physics Olympiad, PyCon Dhaka, Bangladesh Biology Olympiad, Ambassador, Mozilla Bangladesh, Volunteer, Bdosn