



# Md Kawser Raihan

## Assistant Project Manager

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### PROFILE

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I am an Assistant Project Manager with almost 5 years of experience in enterprise software implementation across diverse industries. I have delivered 16+ complex projects using Agile practices, ensuring smooth integration, operational excellence, and strong user adoption. Skilled in ERP implementation, requirements analysis, and process optimization, I focus on improving efficiency and supporting business growth through technology & data driven solutions.

### PROFESSIONAL EXPERIENCE

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#### Perky Rabbit Corporation Limited,

03/2021 – 12/2025 | Middle Badda, Dhaka

*Assistant Project Manager*

#### Responsibilities:

- Build and manage strong relationships with Government, local and international clients and vendors to ensure project success.
- Lead requirements gathering and prepare clear Software Requirement Specifications and technical documentation.
- Create and maintain API documentation, system architecture diagrams, database schemas, and deployment guidelines.
- Implemented **Agile project frameworks (Scrum)** to streamline development cycles and improve team collaboration and transparency.
- Improved team productivity by introducing **Agile tools such as Jira, and MS Planner** for tracking progress, reporting, and task management.
- Ensured early detection of risks by conducting regular backlog grooming and dependency management sessions.
- Coordinate & manage cross-functional software teams across projects, applying modern tools and practices to improve delivery efficiency and drive innovation

#### Bhai Bhai Knit Composite, IT Officer

02/2020 – 11/2020 | Bistic, Konabari

#### Responsibilities:

- Documented IT procedures and maintained asset inventory
- Coordinated hardware and software procurement and installation.
- Maintained IT security protocols and data protection standards

## PROJECTS

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### Command & Control Systems,

12/2021 – 12/2025

*For Emergency Responses of a Government Organization*

#### Responsibilities:

- Implemented Agile project frameworks (**Scrum**) to streamline development cycles and improve team collaboration and transparency.
- Managed daily system maintenance including software, hardware, and HPE iLO monitoring
- Monitored network infrastructure and third-party API integrations; ensured data security and backup integrity
- Improved team productivity by introducing **MS Planner** for tracking progress, reporting, and task management.
- Liaised with international vendors and government stakeholders to resolve technical challenges
- Facilitated daily stand-ups, sprint planning, sprint reviews, and retrospectives to ensure continuous improvement and timely delivery.
- Supported development team in requirements interpretation and system validation
- Conducted regular client meetings and feedback sessions in line with **Agile methodologies**.

### Citizen Data Management System,

01/2024 – 02/2025

*For Government Law Enforcement Agency*

#### Responsibilities:

- Managed client relationship and coordinated system implementation across regional stations nationwide
- Maintained database backup protocols to ensure data security and continuity.
- Provided technical support and troubleshooting for end-users across multiple locations
- Generated comprehensive user manuals and technical documentation
- Supported law enforcement operations with system guidance and optimization

### ERP System, *For a NGO*

04/2023 – 05/2024

#### Responsibilities:

- Led large-scale system implementation managing critical operations
- Maintained database backup protocols to ensure data security and continuity.
- Conducted regular client meetings and feedback sessions in line with **Agile methodologies**.
- Manage developers team, stakeholders, collect & analysis requirements & deliver the project successfully.

*Note: I have experience working on **HRM, POS, Workshop Management, License Management System, Automatic Location Identification (Gov.), Educational Institute Website, Ecommerce Website, etc.** I have worked with multiple Government & International organizations. But I am unable to disclose specific details due to confidentiality.*

## SKILLS

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Agile Methodology

Requirements Analysis

SDLC

Gantt Charts

Project Management Tools (MS Planner & Jira)

Google Cloud Platform (GCP) (Basic)

MS Office Suite (Word, Excel, PowerPoint)

AI Tool Utilization

Python & REST API

MySQL & PostgreSQL

