

Muhammad Fatik Khan

Project Manager

Dynamic and results-oriented Software Development Project Manager, skilled in orchestrating the end-to-end delivery of web and mobile applications through effective team leadership and collaboration. Proven ability to coordinate diverse teams of web developers, app developers, UI/UX designers, and QA professionals. Adept at strategic planning, risk management, and fostering a culture of continuous improvement. Strong communication and stakeholder management skills contribute to successful project outcomes. Eager to leverage my expertise in project management to drive excellence in your organization's software development initiatives.

✉ fatik2000rox@gmail.com

📅 05 March, 2000

☎ 03330279147

🌐 [linkedin.com/in/muhammad-fatik-khan-2a6002202](https://www.linkedin.com/in/muhammad-fatik-khan-2a6002202)

EDUCATION

BS in Computer Science-BSCS University Of Karachi-UBIT

02/2019 - 12/2022

WORK EXPERIENCE

Project Manager Humantek

01/2023 - Present

Responsibilities

- **Project Planning and Coordination:** Develop comprehensive project plans, ensuring clear timelines, milestones, and deliverables for web developers, app developers, UI/UX designers, and QA team members. Coordinate and align the efforts of the diverse team to ensure a cohesive and efficient workflow, balancing priorities and resources effectively.
- **Team Leadership and Management:** Lead and motivate a team of 15+ members, fostering a collaborative and innovative work environment. Provide guidance and support to individual team members, ensuring their roles align with project objectives, and promoting professional growth and development.
- **Stakeholder Communication:** Serve as the primary point of contact between the development team and stakeholders, providing regular updates on project progress, addressing concerns, and managing expectations.
- **Risk Assessment and Mitigation:** Identify potential risks and challenges in the project lifecycle, devising proactive strategies for mitigation and contingency plans to ensure project success.
- **Quality Assurance and Continuous Improvement:** Implement and oversee quality assurance processes to guarantee the delivery of high-quality software products. Foster a culture of continuous improvement, encouraging feedback loops, and integrating lessons learned from each project into future planning and execution.

Trainee – Business Development AIMVIZ (Pvt) Ltd.

09/2022 - 12/2022

Responsibilities

- Developing, approving, and timely updating the project plan.
- Set Deadlines for each phase of project
- Monitoring the progress of the project, forecasting deviations and taking prompt measures to eliminate them.
- Coordinate communication between all project participants and stakeholders.

SKILLS

Project Management

Agile Methodologies

Scrum

QA and Testing

Clickup

Jira

Asana

Problem Solving

MS Word

Google Sheets

Communication skills

Time Management

Presentation

Cross-Functional Team Leadership

SDLC

Client relations

ReactJS

CERTIFICATES & ACHIEVEMENTS

Dedicated Project Manager (2023)

Humantek

English Language Extensive Speaking Course

NED Academy

Certificate of Achievement

Agile Pakistan-Karachi Chapter

Scrum: The Basics

Linkedin

How to Fix Bad Agile

Linkedin

Foundations of Project Management

Google-Coursera

Introduction to Project Management

SkillUp by Simplilearn

Software Engineering Process (CSDA)

IEEE CERTIFICATE OF COMPLETION

Software Engineering Methods (CSDA)

IEEE CERTIFICATE OF COMPLETION

Software Engineering Management (CSDA)

IEEE CERTIFICATE OF COMPLETION

Software Architecture and Design (CSDP)

IEEE CERTIFICATE OF COMPLETION

LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficiency