



PROFILE

Project Manager with **6+ years** of experience leading cross-functional digital and marketing initiatives. Skilled in project planning, stakeholder management, budgeting, and workflow optimization. Experienced in designing automation systems to streamline operations, eliminate manual processes, and improve execution efficiency. Proven ability to deliver projects on time and within scope. Google-certified in Project Management.

CONTACT

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ADDRESS

House 541-543, Rd-9, Block E,
Basundhara RA, Dhaka 1229, Bangladesh

LANGUAGES

English - Business Fluent
Bengali - Native

ACHIEVEMENTS

Top Media Buyer

At Raicom Digital

Best Innovative Creator In Sales

At Care Nutrition LTD.

Tanveer Hossain Rayvee

Project Manager | Marketing & Digital Operations



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WORK EXPERIENCE

Gold Lion Technologies | USA

Sr. Project Manager | Oct 2021 - Present

- Led end-to-end project lifecycle management for multi-channel digital initiatives across US-based brands.
- Defined project scope, timelines, KPIs, and resource allocation for marketing and growth projects.
- Managed cross-functional teams (Media, Creative, CRM, Analytics) to ensure on-time delivery.
- Conducted stakeholder meetings, progress reporting, and risk mitigation planning.
- Designed and implemented workflow automation systems to eliminate manual processes, improve reporting accuracy, and increase operational efficiency.
- Increased operational efficiency by automating performance tracking, task management, and internal communication workflows.

Raicom Digital | USA

Senior Media Buyer | Jan 2021 - Sep 2021

- Managed campaign execution projects across media, CRM, and creative teams.
- Coordinated campaign timelines, task delegation, and performance tracking.
- Monitored KPIs and implemented corrective action plans to optimize outcomes.
- Built and tested conversion funnel frameworks to improve revenue performance.
- Supported strategic planning and cross-team coordination to align campaign execution with business objectives.

SOFTWARE SKILLS

Project & Operations Tools

ClickUp, Asana, Monday.com, Airtable, Notion, MS Project, G Suite, MS Office

Communication & Automation

Slack, Google Workspace, CRM Platforms, Zapier, ManyChat, ChatGPT

Ads & Analytics

Meta Business Suite, Google Ads, LinkedIn Ads, Google Analytics, TikTok Ads, Tag Manager

CMS & Platforms

WordPress, Shopify, HubSpot, GoHighLevel, Wix, SquareSpace

Email Marketing & SEO

Klaviyo, MailChimp, ActiveCampaign, Constant Contact, HubSpot, ahref, SEMrush, Moz Pro, Uber Suggest

Content Creation and Designing

Figma, Canva, InVideo, Adobe Suits

REFERENCE

Christian Mohasses

Co-Founder at **Gold Lion Technologies**
christian@goldliontech.com

Judith Fuentes

CEO at **Viva Medical Supply**
judy@vivams.com

Hindol Roy

Ex-COO at **Care Nutrition LTD**
hindolroy7@gmail.com

Green Atmosphere Pte. Ltd. | Singapore

Digital Marketing Strategist | May 2020 - Dec 2020

- Managed digital marketing projects across multiple channels, ensuring strategic alignment.
- Led team coordination, deadline tracking, and stakeholder communication.
- Managed vendor and influencer partnerships to support project goals.

Care Nutrition LTD | Bangladesh

Digital Marketing Strategist | Jan 2020 - May 2020

- Led digital campaign planning and execution initiatives.
- Coordinated internal teams and external partners to deliver growth projects.
- Managed e-commerce operations and cross-functional communication.
- Ensured project deliverables were completed within the timeline and performance targets.

ACADEMIC HISTORY

- **University of Dhaka, Dhaka**
Major in Marketing (**MBA**) || GPA: **3.57** (Out of 4)
- **Jashore University of Science and Technology, Jashore**
Computer Science and Engineering || GPA: 3.19 (Out of 4)

PROFESSIONAL CERTIFICATION

- Project Management Certification by **Google**
- Digital Marketing Associate by **Facebook Blueprint**
- Inbound Certified by **Hubspot Academy**
- Digital Branding and Engagement on edX from **Curtin University, Australia.**
- Content Marketing from **Udemy.**
- Google Analytics Individual Qualification from **Google Analytics Academy.**
- The Fundamentals of Digital Marketing from **Google Digital Garage.**