# AAMNA BAIG

Project & Operations Manager | Community Manager | Software & Tech Enthusiast

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## PROFESSIONAL SUMMARY

Results-driven Project & Operations Manager with experience in project management, operations, community building, recruitment, content strategy, and technology-driven workflows. Skilled in leading cross-functional teams, managing end-to-end project execution, and optimizing operational processes. Experienced in managing software projects, coordinating technical teams, building professional communities, and developing digital content strategies. Currently pursuing Computer Science with a strong interest in AI, product management, and scalable innovation.

## PROFESSIONAL EXPERIENCE

**Project & Production Manager | STARARC Systems** *June 2026 – Present*

- Manage production workflows, project execution, and operational processes, coordinating cross-functional teams and task allocation to ensure successful delivery of business initiatives.
- Monitor project progress and optimize workflows to improve operational efficiency, supporting planning and documentation of internal projects.
- **Launched and manage The ThinkTank**, a professional community for career growth and knowledge sharing; developed engagement strategies and content plans that increased member participation.
- Plan and conduct professional webinars (topic planning, promotion, execution, follow-ups) and manage community branding and communication.
- Create and publish job postings across relevant platforms, conduct candidate interviews, evaluate applicants, and facilitate onboarding to support recruitment and team expansion.

**Project & Operations Manager | Ignitto** *December 2025 – June 2026*

- Lead planning, execution, and delivery of multiple software, CRM, and digital projects, managing timelines, deliverables, resources, and stakeholder communication.
- Coordinate cross-functional teams (technical, creative, operational) and optimize internal workflows to improve productivity and project efficiency.
- Translate client requirements into actionable project plans; manage risk identification, problem-solving, and prioritization to maintain delivery standards.
- Conduct candidate interviews and manage recruitment activities (screening, shortlisting, onboarding), improving hiring workflows.
- Build client relationships and support business development; create SEO-friendly content and manage LinkedIn/social media strategy.
- Recognized with Leadership Excellence Award and Employee of the Month Award for outstanding performance and leadership.

**Project Coordinator (Intern → Team Lead) | Knowza Learning Solutions** *June 2025 – November 2025*

- Promoted from Intern to Team Lead based on strong performance, ownership, and leadership capabilities.
- Managed project workflows, task distribution, timelines, and team deliverables; coordinated between management and execution teams.
- Led and mentored junior team members, improving collaboration, communication, and accountability across project teams.
- Recognized with HR Compliance Excellence Award and CEO Discretionary Award for exceptional contribution and reliability.

## EDUCATION

**MS Project Management** *September 2026 – Till Date*

**BS Computer Science** *December 2022 – May 2026*
CGPA: 3.5

**BS English Language & Literature** *August 2023 – March 2027*
CGPA: 3.8

**Intermediate (Pre-Medical)**
96% | ICAP Award – Top 20 Position Holders of Lahore Board

**Matriculation (Science)**
94%

## CORE SKILLS

**Project & Operations Management:** Project Planning, Agile & Scrum Methodologies, Sprint Management, Road mapping, Delivery Management, Risk Management, Resource Planning, Stakeholder Management, Process Optimization

**Product & Technical Management:** Requirement Analysis, Software Development Life Cycle (SDLC), Technical Documentation, Cross-

functional Team Leadership, Software Project Coordination

**Tools & Platforms:** ClickUp, Jira, Asana, Notion, Trello, Bitrix24, Canva, Adobe Photoshop

**Recruitment & Business Operations**: Candidate Screening, Interview Management, Talent Acquisition, Employee Onboarding, Client Communication, Relationship Management, Business Development Support

**Community & Content Management:** Community Building, Webinar Management, LinkedIn Management, Content Strategy, Article Writing, Social Media Management, Digital Branding

**Programming & Technical Skills:** C++, C, Java, Kotlin, Python, Node.js, Express.js, React Native, HTML, CSS

**AI & Data Technologies (Supporting Knowledge):** TensorFlow, PyTorch, OpenCV, Machine Learning Fundamentals, Computer Vision Basics

## CERTIFICATIONS

- Business Analytics & Project Management - Coursera
- Program Management - Coursera
- Personality Grooming - SDC, University of the Punjab
- Artificial Intelligence - Great Learning
- Cyber Security - Great Learning

## AWARDS & ACHIEVEMENTS

- Leadership Excellence Award - Ignitto
- Employee of the Month - Ignitto
- HR Compliance Excellence Award - Knowza Learning Solutions
- CEO Discretionary Award - Knowza Learning Solutions
- ICAP Award - Top 20 Lahore Board Position Holders

## PROFESSIONAL STRENGTHS

Leadership & Team Management, Strategic Planning, Communication Skills, Problem Solving, Decision Making, Adaptability, Ownership & Accountability

## CAREER VISION

To lead impactful technology projects by combining technical understanding with strategic project and product leadership. Passionate about building scalable solutions, improving operational efficiency, and creating meaningful impact through innovation, collaboration, and continuous learning.