**ADITYA SHARMA**

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# **SUMMARY**

Aspiring Project Manager with hands-on experience in stakeholder coordination, data analysis, and project reporting. Skilled in Agile methods, Gantt charts, risk tracking, and dashboard reporting. Seeking a Project Management Internship to contribute to team success and develop practical PM experience.

# **EDUCATION**

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| **LNCT University, Bhopal** | 2022 |

*BBA – Marketing (79.33%)*

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| **Makhan Lal University, Bhopal** | 2021 |

*Diploma In Computer Application (83%)*

# **PROFESSIONAL EXPERIENCE**

# **IEnergizer – Business Development Associate**

**Bengaluru, Karnataka | 🗓️ Jan 2025 – May 2025**

* Handled 100+ daily customer queries via phone and digital platforms, maintaining over 90% satisfaction.
* Reduced resolution time to under 3 minutes by streamlining support workflows.
* Managed and updated 1,000+ CRM entries, ensuring accuracy in customer data.
* Collaborated with internal teams to resolve issues, lowering complaint escalations by 15%.
* Participated in weekly planning to align service output with business goals.

# **Independent Data Analyst – Academic Insights Project**

**Harda, Madhya Pradesh | 🗓️ Mar 2023 – Sep 2024**

* Analyzed academic performance data for 300+ students, contributing to a 15% improvement in scores.
* Created dashboards to monitor attendance and grades, reducing manual work by 40%.
* Produced 12+ monthly reports and 20+ presentation decks to support academic decisions.
* Worked with school staff to define reporting standards, project goals, and timelines.

# **Siddharth Medical Agency – Data Analyst Intern**

**Harda, Madhya Pradesh | 🗓️ May 2022 – Dec 2022**

* Cleaned and organized large datasets to improve daily operations.
* Maintained over 10,000 records for inventory and customer data, increasing data accuracy by 30%.
* Designed weekly reports on stock and billing, boosting operational visibility by 20%.
* Supported standardization of reporting formats for smoother team coordination.

# **SKILLS**

* **Programming Languages**: Python, SQL
* **Project Tools**: Excel, PowerPoint, Power BI, JIRA, Asana, Trello, Gantt Charts, MS Project, MS Project/outlook
* **Data & Reporting**: Excel, Power BI, Tableau, SQL, Python, MySQL, SSMS
* **Soft Skills**: Stakeholder coordination, Team guidance, Clear communication, Task planning, Information analysis, Relationship building, Decision support, Issue resolution, Goal orientation, Charts, Risk Register, Dashboard, cross-functional team support, risk mitigation
* **Project Management**: Six Sigma Principles, Agile, Scrum, Waterfall, Project Charter, WBS, Risk Register, Budget Tracking, Schedule Planning, Data mining and analytics, Project Charter, Project Lifecycle, Meeting agenda report, Schedule planning, Stakeholder Register, Budget Tracking

# **PERSONAL PROJECTS**

**Project Timeline & Risk Tracker**

*Jan 2025 – Feb 2025 | Tools: Excel, PowerPoint*

* Developed a complete project timeline using **Gantt charts** to track deliverables, task dependencies, and milestones
* Managed 20+ tasks across all project phases: initiation, planning, execution, and closure
* Initiated a risk register with mitigation strategies for **10+ potential issues**, improving project resilience
* Tracked budget vs actual cost to support scope and cost control
* Delivered weekly status updates and stakeholder presentations, improving visibility and communication

**Agile Sprint Tracker (Simulated)**

*Feb 2025 – Mar 2025 | Tools: Excel, Trello*

* Simulated 2 Agile sprints with user stories, story points, and sprint goals
* Constructed a **task board** (To Do, In Progress, Done) and tracked progress daily
* Used **velocity chart** to measure sprint capacity and forecast delivery timelines
* Documented sprint retrospectives and proposed improvements for future iterations
* Demonstrated understanding of **Scrum framework** and sprint execution

**Stakeholder Communication Plan**

*Mar 2025 | Tools: Excel, Word*

* Built a comprehensive **communication matrix** for a simulated web development project
* **Mapped stakeholders** based on influence and interest, establishing custom reporting channels
* Defined communication frequency, **methods** (email, meetings, reports), and **responsibility** owners
* Designed a **RACI chart** to define roles across teams
* Improved cross-functional visibility and reduced reporting delays by **25%**

# **CERTIFICATIONS**

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| **IBM** | 2025 |

*Training in Project Management*

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| **Emory University** | 2024 |

*Training in Management Consultancy*

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