SWARNALI ROY

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Professional Summary

Dedicated and adaptable professional with 2.5+ years of combined experience in project management, coordination, and hands-on software development. Skilled in leading and supporting cross-functional teams within Agile, Scrum, SDLC, and hybrid environments to ensure seamless project execution from planning through delivery. Proficient in tools such as JIRA, Confluence, Asana, and Power BI, with the ability to effectively bridge business needs and technical implementation. Technically sound with practical knowledge of JavaScript and Python, along with a strong foundation in HTML and CSS. Currently pursuing an MBA in Information Technology to enhance strategic decision-making and align technical execution with business goals.

Experience

Executive Coordinator/ Project Coordinator   26/03/2025 - Current
CreativeEye Software Technologies Pvt Ltd

- Managed end-to-end delivery of a fintech platform, driving project scope, sprint planning, and feature prioritization in collaboration with business stakeholders.
- Assisted in scheduling and facilitating team meetings using Microsoft Teams and Zoom,and ZOHO meetings ensuring agendas, minutes, and action items were clearly tracked.
- Spearheaded cross-functional collaboration between UI/UX, Laravel, and QA teams, ensuring clear role alignment and timely sprint deliveries.
- Introduced structured reporting via JIRA dashboards to track blockers, velocity, and milestone progress.
- Participated in product planning discussions, helping define MVP features and ensuring alignment with customer expectations.
- Maintained product documentation in Confluence and coordinated sprint retrospectives for continuous improvement.
- Engaged with clients during UAT, feedback incorporation, and feature change management cycles.
- Managed resource planning
- Managed a cross-functional team of 18 members and managed US & UK clients stakeholders
- Supported leadership with daily coordination tasks including calendar alignment, meeting arrangements, and correspondence.

Project Management Internship   08/2024 - 09/2024
Mobility Foresights

- Supported product research and go-to-market strategies by assisting in milestone tracking and competitor analysis.
- Used ClickUp and Google Sheets to track task progress and team dependencies.
- Documented daily stand-up reports and sprint feedback for internal evaluations.
- Shadowed product managers to learn stakeholder alignment, MVP scoping, and backlog grooming.
- Create detailed documentation such as user guidelines, unit testing documents, analysing and summarizing information and trends.
- Track project milestones and deliverables.

Senior System Engineer/Project Coordinator   19/07/2021 - 30/06/2023
Infosys

- Directed Agile workflows with Jira, using Kanban practices to streamline operations and cut product delivery time

- Provided production support, minimizing downtime and boosting client confidence
- Thoroughly tested and maintained key application components, ensuring a 99% uptime record
- Partnered with cross-functional teams to resolve dependencies, ensuring smooth project execution
- Created detailed technical documentation such as user guides, process flows, and functional specs
- Orchestrated daily operations to consistently meet SLA targets, improving team efficiency.
- Delivered responsive UI designs using Bootstrap and Ant Design, aligning with UX goals for better user experiences
- Efficiently prioritized and balanced multiple tasks across concurrent projects, ensuring on-time delivery by giving access
- Worked closely with UX designers to translate their designs into React.js UI components, ensuring design integrity and requirements accomplishment
- Ensured projects adhered to HIPAA, HL7, and other healthcare compliance standards during execution

Qualification

Project & Product Tools:	JIRA, Confluence, Asana, Notion, Trello, Microsoft Project, Google Workspace, Figma (basic),Bitbucket, SDLC
Tech Skills:	HTML, CSS, JavaScript, Bootstrap, Ant Design, React.js (basic), Manual Testing, Documentation
Project Skills:	Agile (Scrum/Kanban), Sprint Planning, Stakeholder Management, Feature Road mapping, Risk Management, Resource Allocation, Backlog Grooming, MVP Definition, UAT Handling, SLA Management

Education

Amity University **2024-Current**	**Master's in business administration (MBA-IT)**
RCC Institution of Information Technology, Kolkata **2016-2020**	**Bachelor's In Technology (B. Tech)**
Delhi Public School, Kolkata **2014 - 2016**	**10+2(CBSC)**
Delhi Public School, Kolkata **2014**	**10(CBSC)**

Certificate

- Infosys Certified Web Page Developer (Cascading Style Sheets)
- Certified React JS Developer (Great Learning)
- Microsoft Certified Azure Cloud Associate (AZ-900)
- Google Project management Certification