

## Prabhav Maheshwari

Pune, India

[mprabhav15@gmail.com](mailto:mprabhav15@gmail.com) | +91-8529817748 | [Linkedin](#)

### Summary

Results-driven Project Coordinator with 4+ years of experience in IT project management, content management, and stakeholder coordination. Skilled in Agile methodologies, Jira, Azure, and Power BI, with a proven track record of delivering projects on time and ensuring high-quality outcomes. Adept at cross-functional collaboration, SLA management, and workflow optimization. Passionate about leveraging technology to drive business success and improve operational efficiency.

### Education

- **Master of Computer Applications (MCA)** **2021 – 2023**  
AMITY UNIVERSITY
- **Bachelor of Computer Applications (BCA)** **2017 – 2020**  
UNIVERSITY OF KOTA

### Skills

- **Project Management:** Agile, Scrum, Waterfall, PMO Reports, Stakeholder Coordination
- **Technical Tools:** Jira, Azure, Power BI, AWS, AEM, Slack
- **Content & Web Management:** CMS/DAM, Web Publishing, HTML5, SEO Optimization
- **Collaboration & Leadership:** Team Management, Client Communication, Quality Assurance

### Experience

**Publicis Groupe** **Dec 2024 – Present**

#### **Content Publisher**

- Managed DAM assets, content fragments, and SEO optimization for published pages.
- Utilized AEM and Jira to ensure content publishing accuracy and responsiveness.
- Collaborated with cross-functional teams for seamless web content management.

**mPHATEK Systems Pvt Ltd**

**Mar 2024 – Jun 2024**

#### **Project Coordinator**

- Created and managed weekly/monthly PMO reports to track project progress and SLA adherence.
- Led client coordination, decision-making, and stakeholder management for successful project execution.
- Utilized Power BI, Azure, and Jira to monitor project workflows, budgets, and work hours.

**Wipro Technologies****Oct 2021 – Feb 2024****Software Associate (AEM Content Author)**

- Provided production control support in UNIX and application server environments.
- Maintained website performance by monitoring servers and troubleshooting errors.
- Led AEM-based web enhancements, including component impact analysis and bug fixes.

**Convergence IT Service****Apr 2021 – Oct 2021****UI-UX Developer & Technical Support Engineer**

- Designed and maintained websites using Joomla, HTML, and CSS.
- Troubleshot and resolved hardware/software issues for clients.
- Installed and configured software for seamless functionality.

**Aseuro Technologies Pvt Ltd****Dec 2020 – Feb 2021****Jr. Software Developer**

- Developed XML to RML PDF automation for insurance document generation using Python.
- Analyzed and resolved server issues impacting production performance.
- Managed server documentation and workflow improvements.

**Certifications**

- Web Development
- Power BI
- Project Management

**Key Achievements & Recognition**

- Successfully delivered multiple IT projects on time with client appreciation.
- Created customized tracking dashboards to streamline project workflows.
- Improved SLA adherence by ensuring optimized productivity and process execution.