Garvit Sharma

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SUMMARY

Experienced Project Coordinator with proven success in leading and delivering projects within budget and on schedule. Demonstrated expertise in applying project management methodologies, such as Agile and Waterfall, to achieve project objectives. Strong communication and leadership skills, fostering collaboration and driving high-performing teams. Proficient in stakeholder management, risk mitigation, and problem-solving to ensure project success. Adaptable and resourceful, adept at managing competing priorities and delivering quality results. Committed to continuous improvement and delivering exceptional project outcomes.

EXPERIENCE

Project Coordinator

Appinventiv   October 2023 - Present, Noida, Uttar Pradesh

· Led **enterprise-level projects**, including **Sakshi News, The Bodyshop India**, ensuring seamless execution, stakeholder alignment, and successful delivery.
· Managed **Agile workflows**, facilitating sprint planning, backlog prioritization, and seamless team coordination.
· Conducted **requirement analysis**, ensuring technical feasibility and business alignment for scalable product development.
· Oversaw **testing and deployment processes**, collaborating with QA teams to ensure high-quality deliverables.
· Acted as a primary **client liaison**, driving clear communication and ensuring project objectives were met efficiently.
· Utilized **AI-powered tools** like **CodeAnt** for **code reviews and infrastructure analysis**, enhancing development efficiency and security.
· Applied risk management strategies to proactively identify and mitigate potential project challenges, ensuring uninterrupted workflow.

Technical Project Coordinator

Codestore Technologies Pvt. Ltd.   January 2022 - October 2023, Noida, Uttar Pradesh

· **Project Delivery & Collaboration:** Successfully delivered **4 client projects**, including web apps and cross-platform mobile applications, ensuring on-time execution.
· **Testing & Quality Assurance:** Coordinated with testers to perform **manual and functional testing**, ensuring high-quality releases and optimal performance.
· **Project Management Software Proficiency:** Proficiently utilized **Azure DevOps, MS Projects, and Basecamp** for effective project tracking, sprint planning, and execution.
· **Team Leadership & Management:** Led and managed a **team of 10+ developers**, fostering collaboration and driving successful project outcomes.
· **Client Relationship & Delivery:** Acted as a **key client liaison**, ensuring seamless communication, expectation management, and successful project deliveries.
· **Requirement Gathering & Estimation:** Conducted **requirement analysis and estimation**, aligning business objectives with technical feasibility.
· **Agile Project Leadership & Scrum Master:** Led projects as a **Scrum Master**, promoting Agile best practices and ensuring efficient team collaboration.
· **Collaboration with UI/UX Designers:** Partnered with designers to create intuitive, user-friendly application interfaces aligned with client expectations.
· **Mentorship & Intern Guidance:** Provided **mentorship to interns**, equipping them with essential skills for effective contribution to development projects.
· **Strategic Project Planning:** Developed and managed **project roadmaps**, ensuring alignment of tasks, resources, and milestones for timely delivery.
· **Stakeholder Management:** Maintained strong relationships with **project stakeholders**, ensuring expectations were met throughout the project lifecycle.

Product Support Engineer

Rezolve.ai   November 2021 - December 2021, Dehradun, Uttarakhand

· Worked on providing support to the company's already launched product & chatbot.
· Hands on with JavaScript.
· Possessing basic experience in working with Coggle diagrams and flows.

Data Analyst Intern

Datum Decipher Analytics Pvt. Ltd   December 2020 - February 2021, Udaipur,Rajasthan

· Cleaned up and backed up data to maintain data Integrity during extraction, manipulation and processing.
· Completed data cleaning and data validation of existing spreadsheets to promote robust data management platform, resulting in accurate data analysis and entry.
· Corrected any data entry error to prevent later issues such as duplication or data degradation.

Cyber Security Content Writer
SVS Datalytics   **April 2020 - June 2020, Udaipur, Rajasthan**
· Researched and wrote technical articles on Cyber Intelligence & Cyber Security Developments for the client.
· Wrote over 20 assignments & articles according to instructions.

PROJECTS

MediOps
Appinventiv · December 2024 -February 2025
· Acted as **Point of Contact (POC)**, optimizing project maintenance workflows and **GitLab version control**.
· Implemented **Jira-based workflow improvements**, increasing efficiency in ticket resolution and client interactions.

Aria Vacation Club
Appinventiv · October 2024 -February 2025
· Led the **end-to-end development** of a **cross-platform mobile application and admin panel**, from **effort estimation to final deployment**.
· Defined and executed **project roadmaps**, breaking down tasks into **sprints and milestones** for timely delivery.
· Facilitated **User Acceptance Testing (UAT)**, **client demos**, and **beta submissions** for iOS and Android apps.
· Developed expertise in the **hospitality, vacation rental, and timeshare industries**, applying insights to improve **project planning and execution**.
· Utilized **Basecamp** to streamline communication, project tracking, and task management.

The Bodyshop India
Appinventiv · www.thebodyshop.in/ · May 2024 -February 2025
· Managed **ongoing support and feature enhancements**, collaborating with the **CTO and product owners** to implement new functionalities and resolve platform issues.
· Oversaw **Jira board management**, ensuring streamlined task prioritization and resolution.
· Gained hands-on experience in **e-commerce operations**, focusing on **customer feedback integration** and **user experience optimization**.
· Led **daily client scrums**, ensuring seamless task execution while maintaining project **profitability and resource efficiency**.
· Managed **Time & Material (T&M) tasks**, including **timesheet tracking and resource planning**.
· Gained experience on the third parties involved in an Ecommerce platform.

Sakshi News
Appinventiv · www.sakshi.com/ · November 2023 - September 2024
· Led **project planning and execution** for a large-scale **enterprise news platform** built on **Drupal**, overseeing a **13TB data migration**, including media assets.
· Worked **onsite at the client's office**, gaining hands-on experience with **news agency workflows and CMS platforms**.
· Conducted **manual testing and functional validation**, improving platform stability and performance.
· Optimized **Google Analytics & Advertising** strategies, enhancing user engagement and revenue generation.
· Managed **AWS infrastructure**, implementing security best practices and performance optimization to handle **3M–5M daily users**.
· Improved **UI/UX design and platform layout**, enhancing readability and overall user experience.
· Designed & Developed along with the team a fully functional Analytics Dashboard Combining datasets from both CMS and Google analytics

Corp-Card
Codestore Technologies Pvt. Ltd. · February 2022 - September 2023
· Worked as a Project Coordinator and had End to End responsibilities for the project.
· Worked on the documentation for the project.
· Reviewed Wireframes, Designs, Flow & Feature finalisation and creation.
· Ticket Management.
· Did User Story & Task creation.
· Acted as Scrum Master.
· Code Management.
· Responsible for Client Signoff, Demo & communication.

Moneyhived
Codestore Technologies Pvt. Ltd. · March 2023 - July 2023
· Worked as a Project Coordinator and had End to End responsibilities for the project.
· Worked on the documentation for the project.
· Reviewed Wireframes, Designs, Flow & Feature finalisation and creation.
· Ticket Management.
· Did User Story & Task creation.
· Acted as Scrum Master.
· Code Management.

· Responsible for Client Signoff, Demo & communication.
· Responsible for Deployment of the Web Application on Live servers

Travel Elite
Codestore Technologies Pvt. Ltd. · August 2022 - January 2023
· Worked as a Project Coordinator and had End to End responsibilities for the project.
· Reviewed Wireframes, Designs, Flow & Feature finalisation and creation.
· Ticket Management.
· Did User Story & Task creation.
· Acted as Scrum Master.
· Code Management.
· Responsible for Client Signoff, Demo & communication.
· Responsible for deployment of the application on the Play store and Apple Appstore.

EDUCATION

Bachelor of Computer Science and Engineering
The ICFAI University · Dehradun · 2022 · 8.2 CGPA

Class 12th
St. Paul's Senior Secondary School · Udaipur · 2018 · 70%

Class 10th
St. Paul's Senior Secondary School · Udaipur · 2016 · 8.2 CGPA

INVOLVEMENT

Team Leader
The ICFAI University Dehradun · April 2018 - January 2022
· Successfully organized over 25 events (including the University Fest) as Team Leader & Volunteer
· Took part in Debate, Extemporary, Speech and Poetry Competitions and bagged various Prizes.
· Elected Head of cultural Group & Deputy Head of Campus to Corporate Club

Author & Researcher
Dehradun · The ICFAI University · January 2019 - January 2019
· Authored, Presented & Published a research paper in IEEE under the banner of International Journal of Scientific Research in Computer Science Applications and Management Studies.
· Topic: Smart City under IoT.
· Ref. Id.: ISSN2319-1953

Leading Cadet
St. Paul's Sr. Sec. School · 1 RAJ Naval NCC Unit · January 2016 - April 2018
· Served in 1 RAJ NAVAL NCC UNIT possessing the rank of Platoon Officer (JD).
· Represented the Platoon in state level parades as leading cadet.
· Bagged the award for Runner up Best Cadet & Runner up Shooting.

SKILLS

Project Planning and Organization
Communication
Leadership
Time Management
Azure DevOps
Jira
Basecamp
Codeant
Requirement Analysis
Risk Management
Resource Management
Problem-solving
Stakeholder Management
Quality Assurance

Adaptability
Team Collaboration
Functional Testing
Time Management
Risk Management
Research Skills
Management Skills