

# Rachit Kumar



Dynamic and results-oriented Project Manager with over 8 years of experience managing large-scale projects across Edtech, Manufacturing, and IT industries. Proficient in Agile frameworks (Scrum, Kanban) and hybrid methodologies, with a strong track record of delivering projects on time and within budget. Skilled in stakeholder management, risk mitigation, and team leadership to drive project success. Certified in project management & PowerBi with expertise in leveraging tools like JIRA, Trello, Asana, and GitHub

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## WORK EXPERIENCE

### Project Coordinator Rubico

12/2023 - 06/2024

Dehradun

- Managed 10+ web and mobile app development projects, including major projects such as West Mountain, The Church Request, and PETS. Directed cross-functional teams and handled end-to-end project responsibilities. Client management, escalations, budgeting, billing, and timelines. Led projects across diverse technologies, including LLM and AI models, supporting iOS and Android platforms. Proficient in Jira, Asana, Trello, Excel, and Monday. Implemented agile practices to enhance productivity and streamline project delivery, continuously optimizing processes for efficiency.

### Project Coordinator NG Plywood

01/2020 - 11/2023

UP

#### Achievements/Tasks

- As a Project Coordinator at NG Plywood, I successfully managed and contributed to multiple projects to optimize operations and enhance client satisfaction. With a strong focus on process improvement, I collaborated across departments to streamline production workflows, ensure timely project delivery, and maintain high-quality standards. I worked closely with cross-functional teams, managing project timelines, resources, and client communication to meet project goals. My role involved implementing solutions that increased efficiency, reduced costs, and improved customer experience, ensuring the company's commitment to excellence and client-centric outcomes.

### Sr. Business Development Associate Leverage Edu

01/2019 - 12/2019

Bengaluru

#### Achievements/Tasks

- I led a team of three members while counseling individuals on career growth and educational opportunities. My role involved identifying client needs, providing personalized guidance, and building long-term relationships to support career advancement. I successfully developed and executed strategies to expand the client base, contributing to overall business growth. Additionally, I managed and mentored my team, ensuring high levels of performance and customer satisfaction. By leveraging industry knowledge and tailored advice, I played a key role in helping clients achieve their professional and academic goals.

### Business Development Associate Byjus

06/2016 - 12/2018

Bengaluru

- Gained proficiency in identifying key drivers of customer adoption, including service utilization, purchasing trends, and investment decision-making. Effectively executed data-driven lead generation strategies and performed in-depth analyses of product-market fit to align offerings with target demographics. Handled UPSC and CAT Campaign while working at Byju's and met the required target revenue on a monthly basis.

## SKILLS

Project Management Methodologies: Agile (Scrum & Kanban), Hybrid

Budgeting and Cost Control

Risk Assessment and Mitigation

Stakeholder Engagement and Communication

Cross-Functional Team Leadership

Tools: JIRA, MS Project, Trello,

SQL

Big Data Processing

## EDUCATION

Bachelors Of Technology - Information Technology (06/2012 - 05/2016)

Uttarakhand Technical University

## LICENSE & CERTIFICATION

Project Management Certification

Google

Power BI Essential Training

LinkedIn

Excel Training By Microsoft

LinkedIn

Data Analysis Oracle SQL certification

LinkedIn

## AWARDS

District Level Inter School Debate Competition Winner

MC (College Events) and Sports Club Secretary

NCC - A Certificate