# Kajal Sharma

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## EXECUTIVE SUMMARY

Program Manager with an MBA in IT and over 4 years of experience driving agile project delivery in fintech and related environments. Expert in leveraging tools like JIRA, Azure DevOps, and MIRO to optimize project performance and efficiency. Proven ability to align program execution with business objectives while collaborating with cross-functional teams. Skilled in transforming projects to agile methodologies and guiding stakeholder communications for effective, timely outcomes.

## CORE COMPETENCIES

- **Technical Skills**: Regression Testing, UAT, JIRA Reporting, Azure Devops, Github Board, JIRA Agile, Confluence, Slack, Node JS, React JS, AWS, Jenkins, Microservices, Git, POSTMAN
- **Project Management Skills**: Delivery Process, Sprint Execution, Stakeholder Management, Story-boarding, End to End Process Co-ordination Across Multiple Stages, Measure Project Performance Using Appropriate Project Management Tools, Report And Escalate To Upper Management As And When Needed, Provide Project Team Members With Project Objectives, Feedback, Encouragement And Advice
- **Agile Delivery**: Scrum, Kanban, SAFe, User Stories, Generating Budget Estimation, Manage The Software Development Projects And Facilitate Sprint Releases, Manual Testing Initiating Manual Execution Of Test Cases And Collaborate With Product Team For Preparation Of UAT Sheets, Experience In Web Testing, Mobile Apps Testing (Android And iOS), API Testing Using Postman, Experience In Functional And Acceptance Testing, Basic Knowledge About SQL, Documentation: SRS, Story Planning, Report And Communicate Results Resource Allocation, Handling Internal & External Resource In Multiple Projects, Ensure Resource Availability And Allocation
- **Core Competencies**: Project Management, Creative Thinking, Publishing Progress Reports, UAT Testing, Articulate Oral And Written Communication, Quick Problem Resolution And Decision Making, Building Relationships, Exceptional Presentation Skills

## CAREER CONTOUR

**Husys Payroll (SPARK Business Works)**                                                          **Feb 2023 - Present**
*Project Manager*
- Collaborated with merchants and cross-functional teams, ensuring high-quality project delivery aligned with business objectives.
- Monitored project progress by tracking activities, resolving issues promptly, and publishing detailed progress reports for stakeholder updates.
- Coordinated with developers and product teams to verify information accuracy and streamline project scope.
- Conducted manual system tests and documented results to support quality assurance and compliance.
- Compiled comprehensive documentation on application specifications, design features, and operational procedures to maintain clear communication and facilitate stakeholder reviews.
- Fostered strong relationships with clients, technical teams, and external contractors, ensuring a unified approach to project execution and strategic alignment.

**SPARK Business Works**                                                          **Feb 2022 - Present**
*Project Manager*
Directed the development of a web and mobile application for role-based access, ensuring effective management of dewatering services and equipment assignments.
- Crafted detailed user flow diagrams using Figma and documented project workflows on MIRO to support seamless program execution.
- Authored comprehensive user stories on GitLab to facilitate clear communication of project requirements and objectives.
- Chaired bi-weekly sprint planning meetings, steering team efforts towards timely milestone completion.
- Conducted sprint retrospectives and refinement sessions to optimize team performance and implement agile best practices.
- Managed manual testing of web applications, logging defects and ensuring resolution through GitLab for continuous improvement in project delivery.

**SPARK Business Works**                                                          **Feb 2022 - Present**
*Project Manager*
A web application customized with role-based access, specifically designed for overseeing health surveys and biometric assessments for participants linked with different clients of Holtyn. It streamlines the process of conducting surveys and assessments to produce diverse reports on health and satisfaction levels, appointment scheduling, rescheduling, cancellation notifications facilitated by coaches, and establishing tailored health plans for each participant.
- Design the user flow diagram (Figma) and documents (MIRO) for admin section
- Created User stories on GitLab
- Sprint Retro, Sprint Refinement Session, Plan KT from external teams.
- Host sprint planning meetings at least once per two weeks.
- Manual test web application and log defects on GitLab

**Elite Mindz Pvt Ltd**                                                          **Apr 2022 - Present**
*Associate Project Manager*

Luxury Car management with vendor, seller and admin section
- Design the user flow diagram and documents for admin section
- Created User stories on JIRA
- Host sprint planning meetings at least once per two week.
- Manual test web application and log defects on JIRA

**Elite Mindz Pvt Ltd**                                                    **Apr 2022 - Present**
*Associate Project Manager*
Battery swapping is the most affordable way to run your vehicle without worrying about charging times
- Host sprint planning meetings at least once per two week.
- Manual test Mobile Application & REST APIs on Postman and log defects on JIRA
- Created User stories for Dealer driver application and managed resource availability and estimation.
- Coordinated with client and multiple stakeholders by providing regular updates.

**My Flight Trip**                                                         **Jan 2017 - Mar 2019**
*Business Analyst*                                                                      *Noida*
My Flight Trip is one of Leading Travel company for Cheap FlightBooking, Hotel, Bus, Cruise, Transfer, Tours for India.
- Understanding client requirements and functional specifications of the project. Preparing requirement studydocuments on the demand of the client.
- Create User Stories and backlog items, prototyping and assisting QA groups in preparing test cases, reviewingoperations manuals and other documentation, and performing User acceptance testing. Provide extensive support to customers by providing effective solutions, meeting new or enhancement request

## ACADEMIC CREDENTIALS

**Maharaja Agrasen College, New Delhi**                                     **2020 - 2022**
*MBA, IT*
- **GPA:** 86%
- **Coursework:** Specialization in IT

**Khalsa College, GNDU**                                                    **2015 - 2017**
*M.Com*
- **GPA:** 81%

**HMV College, GNDU**                                                       **2012 - 2015**
*B.Com.*
- **GPA:** 76%

## PROJECTS UNDERTAKEN

**Contract Dewatering Services**                                            **Feb 2022 - Present**
*SPARK Business Works*
- A web and mobile application tailored to role-based access, designed for managing dewatering services. It facilitates the maintenance of well logs and equipment assignments across different job profiles.
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**ChargeUp Battery**                                                    **Apr 2022 - Present**

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