

Prajwal M Seetharam

Project Management professional

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Graduate Visa (Valid till Jan 9th, 2026)

PROFILE

Analytical and high-speed thinker with a master's in leadership and management and over two years of experience in project coordination, resource planning, and change management. Certified Project Management professional skilled in Agile and Waterfall methodologies, with expertise in JIRA, MS Project, and Kanban boards. Adept at leveraging MS Excel and Power BI for data-driven reporting and actionable insights. Strong focus on stakeholder engagement and strategic planning to drive organizational success. Highly organized with a commitment to efficient project execution and adaptability to changing requirements.

KEY SKILLS

- Prince 2 Foundation, Agile Foundation, Business Analysis Foundation, Change Management Foundation
- CAPM, PMP, Risk Management, Lean Six Sigma Green Belt, ScrumMaster
- Stakeholder management, Customer Relationship Management, Time Management and Organizational skills.
- Documentation and analysis of data
- Risk and issue logging
- Drafting project plans and progress reports
- MS Office Suite, Excel, Slack, JIRA, SAP, Microsoft Teams, Zoom, Power BI, SharePoint
- Basics of C, C++, JAVA, RDBMS
- Comprehensive understanding of project management methodologies
- Excellent verbal and written communication

EXPERIENCE

Starbucks

Barista

August 2023 - Present

London, UK

- Analyzed busy periods and **optimized staff schedules**, resulting in a 25% increase in operational efficiency and improved service speed during peak hours.
- **Communicated effectively** and **empathetically** with customers, enhancing their overall experience and contributing to a 20% increase in customer satisfaction
- Efficiently managed **multiple tasks**, including order processing, customer service, and inventory management during peak hours, boosting workflow efficiency by 25% and ensuring timely service delivery.
- Worked **collaboratively** with team members to enhance team coordination and boost overall service quality by 15%.

Accenture Solutions Pvt Ltd

IT Project Coordinator

May 2020 – August 2022

Bangalore, India

- Spearheaded and coordinated 4 IT projects, including ERP integration, **enhancing delivery efficiency** by

15% through strategic scheduling and proactive risk management.

- Enhanced **data accuracy** by 30% using Power BI for real-time tracking and reporting, creating dashboards that significantly improved decision-making and project outcomes.
- **Managed project budgets** up to \$1M, optimizing resource allocation through variance analysis, which led to a 25% improvement in budget utilization.
- Boosted **stakeholder engagement by 20%** through regular status meetings and detailed progress reports, utilising stakeholder analysis to foster trust and collaboration.
- Refined **reporting accuracy by 25%** with Excel and JIRA, automating workflows to reduce errors and accelerate project timelines.
- **Coordinated and organized** over 50 meetings, workshops, and training sessions, improving **scheduling efficiency** and increasing **participant engagement** by 20%.

EDUCATION AND TRAINING

IT Career Switch Ltd

2024

Project Management Traineeship (intensive, practical one-year program)

PRINCE2 Foundation and Agile Foundation qualifications, focusing on the skills required to plan, manage and deliver projects, and frameworks for agile project delivery.

More information on these qualifications can be found at:

<https://www.axelos.com/certifications/propath/prince2-project-management/prince2-foundation>

<https://apmg-international.com/product/agile-project-management-agilepmr>

Chartered Management Institute

2023

CMI Level 7 Certificate in Strategic Management and Leadership Practice

MSc Leadership and Management

Sept 2022 – Sept 2023

University of Kent

Canterbury, UK

Modules: Project Management, Management Analysis, Global Strategy, Human Resource

Dissertation: 'Ethical Leadership and Racism in Sports'

Bachelors of Electronic and Communication Engineering

Aug 2016- April 2020

PES College of Engineering

Karnataka, India

Volunteered for the Cultural fest 'Community Connect' charity event, boosting participation by 20% through strategic planning and effective communication