

# PRAVEEN KUMAR RAO R

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Product Co-Ordinator

[LinkedIn](#) – [GitHub](#) – [Portfolio WebSite](#)

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## Summary:

Results-oriented professional with over 2.5 years of experience in product coordination and web development. Proven expertise in leading cross-functional teams and facilitating effective communication between technical and non-technical stakeholders. Recently certified in Project Management from Google and Jira from Atlassian, bringing a strategic mindset to drive successful product development aligned with business goals.

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## PROFESSIONAL EXPERIENCE

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- **Full Stack Developer – Product Co-Ordinator | [Gida Technologies](#) | October 2023 – April 2024**

**At Gida Technologies, my role extends beyond technical expertise to encompass Product Coordination. Specializing in crafting seamless user experiences with React.js. Leveraging Agile methodologies and JIRA, I introduced a customer-centric project matrix for improved retention.**

### Key Contributions:

**Vision Setting:** Developed and shared clear goals for product development that matched Stakeholders business aims.

**Market Insight:** Researched market trends with the marketing team and customer needs to shape the product roadmap from start to finish.

**Team Collaboration:** Built strong relationships with marketing, sales, development, and web development teams to work together on product development at every stage.

**Roadmap Ownership:** Took charge of the product roadmap, adjusting it based on user feedback, market demands, and tech advancements.

**User Focus:** Listened to user feedback, conducted interviews, and tests to make sure the product met customer needs throughout its lifecycle.

**Cost Efficiency:** Managed resources and budgets carefully to keep product costs optimized without sacrificing quality at any stage of development.

**Agile Methodology:** Utilized Agile methodology, including Jira, to plan, track, and execute product development tasks efficiently.

**Development Skills:** Utilized web development skills when needed to contribute directly to product development tasks.

- **Software Developer and Product Engineer | [Mind Nerves Technology Service](#) | November 2022 – March 2023**

### Key Contributions:

1. Led a team of 6 as the product coordinator for Bed Plus: Hotel Management, a MERN Stack Owner Management Website in Canada.
2. Did end-to-end product development, introducing features like a site tour for improved user onboarding.
3. Actively collaborated with the product manager to establish and utilize key metrics.

4. Employed these metrics to analyze user engagement, iteratively enhancing features for increased user retention.
  5. Utilized data-driven insights to refine the product strategy, optimize user experience, and drive continuous improvement.
  6. Emphasized a metrics-driven approach to ensure the product met and exceeded user expectations.
- **Product Associate | KGISL Technologies Private Limited | February 2020 – July 2021**

**Dynamic Product Associate specializing in stakeholder management and data-driven strategies. Collaborated with the Marketing Product Manager to optimize product costs and trained sales teams. Worked under both marketing and sales product teams.**

**Lifecycle Management:** Assisted in ensuring our products adhered to global standards and collaborated with the Business Analysis (BA) team to streamline processes.

**Market Analysis Support:** Helped identify market opportunities by analyzing end-users' needs and the competitive landscape, working closely with the BA team.

**Product Development Assistance:** Supported the translation of business requirements into actionable product deliverables, evaluating user targeting and revenue potential in collaboration with the BA team.

**Documentation Support:** Assisted in preparing Product Requirements Documents (PRDs) and ensuring accurate documentation of product specifications.

**Collaboration Assistance:** Supported communication between cross-functional teams, including development and QA, by conducting walkthroughs and helping resolve issues.

**Pre-launch Strategies Assistance:** Provided basic support in pre-launch strategies for app store optimization and customer outreach, ensuring stable product builds and measuring performance metrics.

#### **CERTIFICATIONS:**

- Fundamentals of Project Management – **Google**
- Product Management Certification - **pendo**
- Project Initiation : Starting a Successful Project - **Google**
- Jira Certification – **Atlassian**

#### **EDUCATION:**

- Graduation from Arunachal University of Studies (BCA)

#### **PRODUCT MANAGEMENT & TECHNICAL SKILLS:**

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#### **Skills and Expertise:**

- **Product Manager Expertise:**
  1. Oversaw the entire product lifecycle, including research, competitor analysis, planning, positioning, roadmap development, and successful product launches.
  2. Translated product strategy into actionable requirements, creating comprehensive Product Requirement Documents (PRDs) and feature documents.
  3. Utilized market data to devise effective sales strategies, setting clear product objectives to drive impactful marketing communications. Collaborated closely with design, operations, and engineering teams, ensuring seamless alignment in product development, QA processes, and release schedules.
  4. Managed production timelines, roadmaps, priorities, demos, and continuous improvements for existing products across various departments.
  5. Go-to-market strategies for new product ideas, ensuring a coordinated and effective product launch.

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- **Technical Tools and Skills:**

Proficient in MySQL , Power BI , JavaScript, Bootstrap, Tailwind, Next.JS, React JS, NodeJS, MongoDB, Socket.io, Sanity.io (CMS), MoEngage, GTM Integration, Stripe CMS.

- **Product Management Skills & Tools: -**

Agile Methodology, Atlassian Jira , Microsoft Excel, SQL, Scrum Framework, Kanban, Gantt Charts, Risk Management, Google Project Management Tools, , Trello , Sentry , Sanity.io, Monday.com

- **Stakeholder Communication:**

Strong communication skills with the ability to convey product concepts and requirements between technical and non-technical stakeholders. Bridges the gap between development teams and business stakeholders to ensure alignment with product goals.

- **Collaborative Leadership:**

Experienced in fostering a collaborative environment to enhance product outcomes. Capable of leading cross-functional teams and promoting effective communication and cooperation among team members.

- **Problem-Solving:**

Proven ability to efficiently resolve project-related issues and ensure the smooth progression of tasks.

- **Responsive Web Design:**

Solid understanding of Responsive Web Design, ensuring optimal user experience.

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**Declaration**

I hereby declare that the above information is true to the best of my knowledge.

**Date:**

**Place:** Bangalore

**(Praveen Kumar Rao R)**