



KAPIL SHARMA

Project Manager IT

- 6 Years 7 Months
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Key Skills

IT Project Manager

agile methodology

java

risk management

delivery management

project planning

project scheduling

project execution

jira

program management

SaaS Applications

SaaS Product Development

Android Application Development

App Development

Hybrid Mobile Application Development

Salesforce CRM

Salesforce Consultant



About Me

Versatile and results-focused Senior IT Project Manager offering 7 yrs of exp, including 5.5+ yrs of IT Project Management experience. Offer outstanding talents in project planning and management, communication, vendor management, and reporting.



Profile Summary

Senior IT Project / Program manager specializing in technical support, information technology, process improvement, and project leadership. A strong background in collaborating with cross-functional groups and stakeholders to execute technical projects and IT initiatives, with in-depth knowledge of Salesforce, Mobile App Development, and Software Development Life Cycle (SDLC) methodologies like Agile/Scrum, Waterfall, and SaaS-based Software / Project.

Experience in co-coordinating with business and IT across all software development life cycle phases. In-depth knowledge of planning, budgeting, project management, technical solutions, vendor selection, quality assurance, staffing, and systems development using PM tools like JIRA, CRM, Zoho, Figma, MS Project, etc. Also, Prioritize and review projects with Solutions Software Architects, assigned Engineers, customers, and Stakeholders.



Education

2017, Full Time

MCA, Computers

Noida Institute of Engineering and Technology , 69%

2015, Full Time

BCA, Computers

Raja Balwant Singh College, Agra , 68%



Technical Skills

Agile Project Methodology

JIRA

SDLC Life Cycle

Web Design and Development

IT Project Management

Client Handling

Zoho

SCOPE Management

Salesforce CRM

JIRA

Flutter

Hybrid App

Mobile Application Development

Node.js

API Integration

Salesforce.com Administration

Salesforce Sales Cloud



Certification

- **GNIIT [Software Engineering Diploma] from NIIT**
- **Android Application development**
- **Java**
- **Google Foundations of Project Management**



Personal Information

Date of Birth 18th October 1993

Gender Male

Address House No. 108,
Kusum Niwas
Pushpa Enclave
Station Road

City Noida



Work Experience

2023 - Present

Project Manager IT

Navatar Group , Noida

Key Result Area

Provide project management and scrum support for assigned projects, in an agile environment, based on Salesforce Technology. Facilitate communication address mid-level and executive questions and concerns, and maintain deadlines. Coordinate and organize a team to ensure obstacles are removed and they are able to keep on task with the project. Presented project status to the executive committee on DOA weekly project status calls.

- Lead IT project teams to meet project milestones (including resources from Dev, QA, Architecture, Design, Infrastructure/Operations).
- Managing a team of developers and consultants in developing Salesforce projects.
- Managed project timeline, investor group expectations, and project requirements for the technology operations group for the audit database.
- Oversaw the design, testing, and launching of Project Roadmap Training for Servicing and audit database.
- Produced project status reports, managing project teams, and resolving day-to-day issues.
- Defined and initiated projects, responsible for managing the schedule, and performance of component projects, while working to ensure the ultimate success and acceptance of Credit Policies.
- Learned and quickly adapted new technology and software applications based on Salesforce technology.

2021 - 2022

Project Manager

Vays Infotech - Cadence Design System (Client), Noida

Key Result Area

Worked for Cadence Design System (100 Fortune company), full-time as a Project Manager. Responsibility in Cadence is to manage Clusters, Virtual machines, and IT Software projects on Salesforce, SAP, and Web technologies, as Project/Cluster Manager. Usually Identify loopholes in Clusters and VM, to gain Maximum Output. I prepared various written communications, reports, and documents in this role, connected with all BUs and Cluster owners to take out information and implement the Solution. Also, contribute to E-commerce development projects as a Delivery lead.

- Supervised multiple projects from project start through delivery by prioritizing needs and delegating assignments on salesforce.
- Assessing risks, opportunities, deliverables, and threats for projects.
- Developing goals, tasks, and plans of development for Salesforce projects.
- Lead daily Scrum meetings with the team; updated clients on a daily basis on issues.

Country INDIA

Marital Status Married



Other Interests

- Digital Art
- Playing games on PlayStation
- Playing Football

- As Project Manager, I also handled development projects involving project planning, updates, and Jira activities.

- Worked as a Bridge between Managers and Developers, used coordination and planning skills to achieve results according to schedule.

- Prepared meeting agendas and minutes for distribution and record keeping. Ask users if there are outdated or useless test cases to be removed.

- Document and submit support required from IT and BU management

2018 - 2021

Project Manager PMO

WonderMouse Technologies, Noida

Key Result Area

- Developed executive presentations and reports to facilitate project evaluation and process improvement.

- Identified plans and resources required to meet project goals and objectives by setting realistic timelines and checkpoints.

- Developed implementation methodologies to rein in project costs while meeting key milestones.

- Achieved project deadlines by coordinating with contractors to manage performance.

- Updated operational methods, oversaw accounting procedures, tracked information, and compiled data to improve efficiency.

- Managed a team of 32 employees, overseeing the hiring, training, and professional growth of employees.

- Handled calls per hour to address customer inquiries and concerns.

Developed and implemented performance improvement strategies and plans to promote continuous improvement.

- Used Microsoft Word and other software tools to create documents and other communications.

- Worked with both types of customers (national/international) to understand needs and provide excellent service.

2017 - 2018

Project Coordinator

WonderMouse Technologies, Noida

Key Result Area

- Kept projects on schedule by managing deadlines and adjusting workflows as needed.

- Gathered requirements for ongoing projects and organized details for management use.

- Planned and arranged meetings with external organizations and individuals, enabling all parties to meet and discuss project progress.

- Tracked all hours and expenses to keep the project on task and within budgetary parameters.

- Oversaw productivity streams for ongoing and special projects which are 25 in number.

- Maintained project schedules by managing timelines and making proactive adjustments.
- Communicated with development team members to keep projects on schedule.
- Collaborated with project owners and team members (65) to set ambitious but achievable goals.

2017 - 2017

Android Mobile Application Developer

Aptron Solution Pvt. Ltd. Noida

Key Result Area

- Collaborate with cross-functional teams to define, design, and ship new features, Work with outside data sources and APIs
- Unit-test code for robustness, including edge cases, usability, and general reliability
- Work on bug fixing and improving application performance
- Continuously discover, evaluate, and implement new technologies to maximize development efficiency
- Devised documentation for each app for almost 22 apps, detailing operation aspects, functions, capabilities, and features.
- Managed all aspects of the Android app lifecycle from research and planning through deployment and post- launch support.
- Tested applications prior to final review to verify efficient issue resolution.
- Design and build advanced applications for the Android platform