

Pragati Srivastava

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EDUCATION

Abdul Kalam Technical University, Lucknow, Uttar Pradesh **August 2021 – June 2025**
Bachelor of Technology, Electronics and Communication Engineering *CGPA Aggregate (7.9/10)*

TECHNICAL SKILLS

Methods & Delivery: Agile (Scrum, Kanban) | Project & Program Coordination | Client & Stakeholder Communication | Governance & Documentation (Status Reports, SOPs, Project Charters) | Planning & Tracking (Gantt Charts, Roadmaps, RAID Logs, Risk Heatmaps).

Tools & Analytics: Jira | Confluence | Asana | Excel | Power BI | SQL (basic) | KPI/OKR Reporting | Resource & Schedule Analysis.

INTERNSHIPS AND WORK EXPERIENCE

Infinite Locus, Gurugram **Sept 2025 – Present**

Project Management Associate

- Owned and coordinated multiple parallel projects, acting as a primary point of contact for stakeholders to scope requirements, track progress, and deliver outcomes within defined timelines.
- Partnered closely with cross-functional teams (engineering, QA, design) to resolve issues, manage dependencies, and maintain momentum in a fast-paced delivery environment.
- Produced clear, structured status updates and risk summaries, enabling leadership to make timely decisions and proactively address delivery risks.
- Managed prioritization across competing requests while maintaining high attention to detail, accuracy, and service quality.

LetsDressUp, Gurugram **June 2025 – Sept 2025**

Founder's Office Management Trainee

- Supported leadership on cross-functional initiatives by coordinating execution, tracking deliverables, and ensuring timely follow-ups across internal teams.
- Analyzed operational data and prepared concise insights to highlight bottlenecks, risks, and improvement opportunities for decision-making.

Padget Electronics Pvt. Ltd. **Feb 2025 – June 2025**

Industrial & Process Engineering Intern

- Coordinated project timelines, vendor dependencies, and milestone tracking for a large-scale manufacturing setup, ensuring smooth execution across multiple stakeholders.
- Built and maintained structured Excel trackers to improve visibility, data accuracy, and reporting for project teams.

PROJECTS

Projects and Research **Oct 2022 – Mar 2025**

Abdul Kalam Technical University

- Conducted market research, identified key problems and engineered solutions. Analyzed IoT data to extract actionable insights and presented findings through curated KPI dashboards supporting strategic planning and resourcing decisions.

CERTIFICATION

Management and Strategy Institute **June 2025**

Project Management Essentials

- Established core execution discipline by defining success metrics, governing milestones, aligning stakeholders, and delivering ROI-based business cases supported by structured delivery reporting.