

Upasana Sharma

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in LinkedIn

Skills

Project Management : Project Planning and Scheduling | **Scope Management** | Budgeting and Cost Control | **Risk Identification and Mitigation** | **Quality Assurance and Quality Control** | Resource Allocation and Management | **Project Lifecycle Management (Initiation to Closure)**

Tools : Jira | Asana | Trello | Monday.com | **Microsoft Excel** | Confluence | **Microsoft Word** | **Microsoft Project** | Power BI

Operations : **Requirements Gathering and Analysis** | Change Management | **Process Optimization** | KPI and Performance Tracking | Vendor Coordination

Documentation : Status Reporting | **Project Charters** | Project Dashboards | **Scope Statement** | WBS | **Gantt Chart** | Cost Management | Risk Register | **Quality Management** | Change Request | **Stakeholder Register** | Communication Plan | Project Closure

Leadership : Team Coordination | **Stakeholder Engagement** | Conflict Resolution | **Strategic Decision- Making** | Negotiation

Methodologies : **Agile Project Management** | Scrum | Kanban | **Waterfall Project Management** | **PMBOK Framework** |

Project

Bus Yatra- Live Bus Tracking System

[Link](#)

- Managed **planning and documentation** for **public transport platform** as part of an **case study** focused on city wide **bus operations**
- **Created 10+ key project deliverables** including Project Charter, Schedule, Risk, Quality Management etc.
- Build **WBS and Gantt**-based Schedule to plan activities, dependencies.
- Coordinated **20-member cross-functional team**.
- Identified and documented **project risks and constraints**.

Education

- Master of Business Administration (Business Analytics) | **Golden Gate University** | **USA** Aug 2024 - Nov 2025
- Bachelors of Arts | **University of Delhi** | **Delhi** Aug 2017 – Sept 2020

Certifications

- **Project Management** Course [Link](#)
- **Complete Project Management** Course -20 PDUs [Link](#)
- **Business Analysis "A to Z"** Master Course [Link](#)
- **Power BI Micro** Course [Link](#)
- **Business Analytics Complete** Course [Link](#)
- Understanding **User Requirements and Business Analysis** [Link](#)

Interpersonal Competencies

- Critical Thinking and **Problem Solving**
- Collaboration and **Stakeholder Engagement**
- **Effective Communication** and Presentation
- Leadership and **Decision - Making**
- Adaptability in **Agile and Hybrid Environments**

Position of Responsibility

- **Team Lead : College Secretary Campaign** - Led a student team to plan and **Execute successful campaign**, showcasing strategic planning, communication and **stakeholder engagement**.
- **Head Girl (10th Grade)** : Led and **Coordinated** house activities, **organizing events**, teamwork and **organizational skills**.