

Vaibhav Sharma

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Product & Project Coordinator

Results-driven IT Project Management professional with 3 years of experience delivering IT, SaaS and Consulting projects across UK-based global firms and Infosys. Business Management Postgraduate (University of Birmingham) with expertise in Agile/Scrum, cross-functional team coordination and stakeholder engagement. Proven ability to manage & deliver high-impact projects through ownership, operational excellence and a solution-focused approach. **An Immediate Joiner.**

SKILLS

- **Project Management:** Agile & Scrum Methodologies, Project-Lifecycle & Stakeholder Management, Cross-functional Team Leadership, Project Planning & Scheduling, Resource Allocation, Project Documentation & Status Reporting, Progress Tracking & Follow-up, Budgeting & Cost Control, Impediment Removal, Change & Risk handling, PMP Basics
- **Technical Skills:** SDLC, Know-how of App & Web Frameworks, Front-End, Back-End, Databases/ APIs/ Integrations, Metrics Tracking (Velocity/Burn-down), Data Analysis & Reporting (Excel, Tableau, SQL basics), Technical Documentation, Wireframing, UX/UI UAT, Testing & QA, Systems Implementation & Platform Support
- **Business & PM Tools:** Jira/Confluence, Trello, Monday.com, Zoho, Asana, Notion, ServiceNow, Airtable, MS Project, Teams, Slack, Microsoft Office Suite (Word, Excel, PowerPoint), Outlook, SharePoint, Skype, Zoom, Google Workspace
- **Professional & Interpersonal:** Servant Leadership, Team facilitation, Strategic Decision-Making, Clear Communication, Attention to Detail, Priority & Time Management, Training & Coaching, Pragmatic Problem-Solving, Conflict Resolution

WORK EXPERIENCE

Project Coordinator • Internship

Apr 2025 - Nov 2025

PathFinder CIC Organisation • Birmingham, UK

- Supported Agile development of a B2B JobFinder MVP, shaped user-stories from business requirements, and coordinated sprints in Jira/Confluence with proactive risk mitigation, improving delivery timelines by 15%.
- Oversaw integration of frontend, data, API gateway, CRM, and AI components; led UAT design via workshops with 20+ university and corporate partners, tracking 35-item backlog, resulting in 20% reduction in post-release defects.
- Facilitated project communication and technical coordination with stakeholders; led pilot demos and weekly sprint reviews across 8 milestones using Jira metrics & reports, ensuring 100% on-time sprint delivery.

Project Engineer (Coordinator) • Full-time

Jun 2022 - Sep 2023

Infosys Ltd. • Bangalore, India

- Managed critical incidents for *Cummins (USA)*, leading swift resolution efforts, saving \$16K annually in operational costs through effective coordination and root cause analysis.
- Achieved 100% compliance in project documentation for the Critical Infrastructure and Security (CIS) team and improved client satisfaction scores by 20%, earning 'Infosys Stripes' recognition.
- Enhanced IT Service and Change Management efficiency by integrating Agile practices and strengthening client collaboration, boosting the resolution rate by 10% while assisting with post-incident response (RCA) and risk mitigation processes.

IT Project Coordinator • Full-time

Apr 2021 - Nov 2021

Designoweb Technologies Pvt. Ltd. • Noida, India

- Supported a portfolio of 25+ web and mobile projects across Agile/Waterfall SDLC, delivering on time and under budget, with a 10% higher success rate through strategic resource allocation and consistent scope alignment.
- Coordinated 5 cross-functional teams (20+ members), leading daily standups, sprint planning and task prioritisation; decreasing project turnaround time by 15% and doubling the completion rate of previously delayed projects.
- Accelerated SaaS product development for a customisable Uber Eats clone by introducing a reusable coding template, launching 13 food delivery apps for clients and cutting development time.

EDUCATION

University of Birmingham; Business School • M.Sc. in Management • UK • GPA: 60%

Sep 2023 - Dec 2024

- **Modules:** Organisational Decision-making, Leadership, Operations Management, Corporate Entrepreneurship, Digital Business & Analytics; ('Triple-Crown' Accredited: AACSB, AMBA, EQUIS; World QS Rank #71).
- **Extracurricular:** Elected Student Rep; Led Business Society events (Team of 11, 150+ attendees); IEMA, UK- Sustainability Auditor.
- **Dissertation:** Amongst 1 of 22 selected (from 280-cohort) for a UK company Case-Study on Agile adoption and PM strategies.

- **Modules:** Networks, Digital Systems, C programming, Cybersecurity, Software Simulation, Industrial Training & Automation.
- **Leadership:** Class Representative & Placement Coordinator; General Secretary: led a team of 20 in campus fests (3x engagement).
- **Project:** IEEE, Bombay- Published: Fuel cell design & microcontroller-based load analysis.

AWARDS & RECOGNITION

Postgraduate Professional Development Award (PPDA)	Aug 2024
Platinum Medallist (Management Skills Passport)	Aug 2024
Infosys Stripes Award (Infosys Ltd.)	Apr 2023
National Certificates of Merit (CBSE: 2014-16)	

CERTIFICATIONS

Google Project Management: Professional Certificate (Coursera)	Aug 2025 - Present
Scrum Fundamentals Certified (SCRUMStudy)	Jan 2026
PMP Basics (SimpliLearn)	Jan 2026
McKinsey Forward Program	Apr 2025 - Jul 2025
AgileOps: Agile Methodologies, Operations & Project Management (Infosys- Lex)	Jan 2023
Lego Labs: Agile Project Management with Red Hat	Feb 2024