



6 Years 5 Months
 kapils527@gmail.com
 9045127932
 <https://in.linkedin.com/in/kapil-sharma-564b2188>

Key Skills

Program Management Delivery Management
Project Planning Salesforce CRM
Agile Project Methodology Risk Management
Client Handling Team Handling
IT Project Management Vendor Management
Client Relationship Management
Stakeholder Management

Technical Skills

JIRA SDLC Life Cycle Zoho
SCOPE Management Salesforce CRM
Risk Mitigation Agile Software Development
MS Project Figma
Web Design And Development
Mobile Application Development
Document Management Time Management
Cost Management

Certification

- **GNIIT [Software Engineering Diploma] from NIIT**
- **Certificate in Android Application development**

Personal Information

Date of Birth 18th October 1993
Gender Male
Address House No. 108, Kusum Niwas Pushpa Enclave Station Road
City Tundla
Country India
Marital Status Married

Other Interests

- Digital Art
- Playing games on PlayStation

KAPIL SHARMA

Project Manager IT



About Me

Versatile Project Manager with a total of 6.5 years of experience in Agile, Software analysis, designs & development using JIRA. Track record of hands-on experience driving all phases of product life cycle on time and spec using AgileScrum.

Profile Summary

Senior IT Project Manager /Software Project Manager /IT Program Manager with in-depth knowledge of Software Development Life Cycle (SDLC) methodologies like Agile/Scrum and Waterfall. Experience in co-coordinating with business and IT across all phases of the software development life cycle. In-depth knowledge of planning, budgeting, project management, technical solutions, vendor selection, quality assurance, staffing, and systems development using PM tools like JIRA, Zoho, Figma, MS Project, etc. Also, Prioritize and review projects with Solutions Architects, assigned Engineers, customers, and Stakeholders.

Education

2017, Full Time
MCA, Computers
Noida Institute of Engineering and Technology, Greater Noida , 68%

2015, Full Time
BCA, Computers
Raja Balwant Singh College, Agra , 69%

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 and 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).
- 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 adapt new technology and software application 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 Project Manager. Responsibility in Cadence is to manage Clusters, Virtual machines, and IT Software projects, 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, connect 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.
- Lead daily Scrum meetings with the team; updated clients on a daily basis on issues.

- 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, Uttar Pradesh

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. o Updated operational methods, oversaw accounting procedures, tracked information, and compiled data to improve efficiency.
- Managed a team of 22 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

Junior Project Coordinator

WonderMouse Technologies, Noida, Uttar Pradesh

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 15 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 Noida, Noida, Uttar Pradesh

Key Result Area

- Plan Projects with the IT team, and understand the project requirement with the client.
- 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.