

RUPAL SARASWAT

Project Coordinator | Certified Scrum Master (CSM)

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PROFESSIONAL SUMMARY

Certified ScrumMaster (CSM) and results-driven Project Coordinator with 2+ years of experience in managing multiple IT projects. Skilled in Agile methodologies, Scrum practices, stakeholder management, and team coordination. Strong expertise in project tracking, backlog management, and process optimization to ensure on-time, high-quality deliveries.

EXPERIENCE

Project Coordinator | Nethues Technologies Pvt. Ltd.

Jan 2024 - Feb 2025

- Managed 10+ eCommerce projects with cross-functional teams of 20+ members.
- Led Agile ceremonies including daily stand-ups, sprint planning & retrospectives.
- Used JIRA & Trello to track project progress and optimize workflow.
- Ensured project deliveries met deadlines & quality benchmarks.

Project Coordinator | Walking Tree Technologies

Mar 2023 - Sept 2023

- Monitored cross-functional team progress & removed roadblocks.
- Maintained project documentation, ensuring stakeholder transparency.
- Prepared reports & presentations for key decision-makers.

Software Product Engineer | RIVIGO Services Pvt. Ltd.

Feb 2022 - Sept 2022

- Diagnosed & resolved customer issues, ensuring SLA compliance.
- Created & maintained SOP documentation for process improvements.

CERTIFICATIONS & TRAININGS

- Certified ScrumMaster (CSM)
- Agile Scrum
- Prompt Engineering
- Redmine Tool
- Excel Reporting
- Trello Hands-on Training

TECHNICAL & MANAGEMENT SKILLS

- Project Management Tools: JIRA, Trello, Confluence, MS Office
- Agile & Scrum Practices
- Stakeholder Communication
- Backlog & Sprint Planning
- Risk & Resource Management
- Team Building & Motivation
- Conflict Resolution
- Analysis & Reporting

EDUCATION

B.Tech, Dr. A.P.J. Abdul Kalam University (2022)

AWARDS & RECOGNITION

Star of the Month Award (June 2023)

INTERESTS & HOBBIES

Dancing | Art & Craft | Novel Reading