

Shweta Jaiswal || Project Coordinator
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Summary

Experienced Project Coordinator with having 6+ years of expertise in managing cross-functional teams, driving on-time project delivery, optimizing resources, end-to-end project lifecycles, fostering client relationships, and collaborating with cross-functional teams. Skilled in project planning, stakeholder alignment, skilled in Agile and Scrum methodologies, UI/UX wireframing, project documentation and improving workflow efficiency using tools like Jira, Trello, Monday and Zoho. Proven ability to mitigate risks, control budgets, and deliver measurable results.

Education

- Master Of Commerce, Kanpur University 2017 - 2018
- Bachelor Of Commerce, Kanpur University 2008 - 2011

Skills

Professional Skills:

- Project Management & Strategy
- Roadmap Planning & Prioritization
- Wireframing & UI/UX Functionality
- Business & Competitive Analysis
- Client Relationship Management
- CRM Systems & Budgeting
- Team Coordination & Time Management

Tools & Technologies:

Tools: Figma, Trello, Zoho, Slack, Zoom

Methodologies: Agile, Scrum, SDLC, Waterfall

Technologies: Microsoft Excel, Microsoft Office

Experience Key Achievements

Reduced turnaround time by 30% by optimizing task management and team workflows.

Strengthened client retention through exceptional service delivery.

Work & Experience

Seminole Electronics Pvt Ltd (Mivi), Hyderabad

07/2024 – 02/2025

Project Coordinator

- Managed end-to-end project execution, ensuring deadlines were met with high-quality standards.
- Collaborate closely with the Service Delivery Manager, clients, and internal teams to guarantee seamless service operations.
- Proven experience in supporting the preparation of service call quotations.
- Coordinated workflows between design, marketing, product teams, and external agencies.
- Developed and monitored detailed project plans, adjusting to dynamic requirements.
- Efficiently allocated resources and streamlined team efforts for seamless delivery.
- Acted as a communication bridge, providing regular updates to stakeholders.
- Managed design teams to develop creative assets that aligned with product goals, enhancing user experience and brand identity.

BVC e-Services Pvt Ltd, Gurugram

05/2022 – 07/2024

Project Coordinator

- Developed project roadmaps and growth strategies to address challenges and optimize outcomes.
- Conducted sprint reviews and retrospectives, driving continuous improvement.
- Defined success metrics, created developer specifications, and supported the engineering team.
- Collaborated with stakeholders to benchmark performance and implement enhancements.
- Created wireframes for ongoing projects and prepared data driven reports for senior management.
- Led and coordinated cross-functional development teams, ensuring timely delivery of projects while maintaining quality and aligning with business objectives.

Jaikvik technology India Pvt Ltd, Noida

07/2018 – 04/2022

Project Coordinator

- Coordinated project timelines, schedules, and resource allocation to meet delivery goals.
- Managed client relationships as the primary liaison, ensuring smooth communication.
- Streamlined CRM systems, invoicing, and payment processes for operational efficiency.
- Developed detailed project briefs after capturing client requirements and inputs.