RAKSHIT MALHOTRA

Software Engineer | Project Coordinator

📞 09560688297 @ rickymalhotra.32@gmail.com 🔗 https://linkedin.com/in/rakshit-malhotra-6193b4146/
📍 Delhi, Delhi 110018

SUMMARY

Results-driven **Software Engineer transitioned into Project Coordinator** with a strong technical foundation in software development.
Skilled in **leading cross-functional teams, optimizing Agile workflows, and managing project roadmaps** to ensure seamless execution.
Demonstrated expertise in **stakeholder engagement, sprint planning, risk management, and product lifecycle development**. Proven ability to **bridge the gap between business strategy and technology**, delivering high-impact software solutions while improving operational efficiency.

EXPERIENCE

Software Engineer | Project Coordinator

Excelsoft Technologies Limited

📅 02/2022 - Present 📍 Noida, India

A technology company specializing in software development

- Led project planning & execution for **more than 12 deliverables**, coordinating with PMO teams to analyze workload distribution and optimize team capacity
- Managed stakeholder communications and involved in more than **20+** strategic meetings gathering business requirements, addressing concerns, and ensuring alignment with organizational goals
- Conducted sprint planning, backlog grooming and release management ensuring smooth product development cycles and timely releases and streamlined processes which **reduced project turnaround time by 10%**
- Drove cross-functional collaboration between developers, UX designers, and business teams to enhance product usability, **improving customer satisfaction by 15%**
- Designed and implemented JavaScript functions that enhanced user experience, resulting in **elevating customer satisfaction scores by 10%** across the platform
- Implemented risk management, developed new features and engaged in troubleshooting for client applications, improving operational efficiency and **reducing downtime by 20%**

System Engineer

Tata Consultancy Services

📅 06/2019 - 02/2022 📍 Noida, India

A multinational IT services and consulting company

- Led client interactions and requirement gathering sessions, ensuring seamless feature rollouts and **reducing customer issues by 15%**
- Prepared **progress reports, task tracking, and client presentations**, ensuring transparency and alignment with project milestones
- Managed a team of 8 offshore & onshore engineers, optimizing workflows and improving onboarding efficiency
- Drove Agile adoption, improving sprint planning and execution, ensuring timely resolution of 100+ critical issues
- Executed process automation, leading to a **10% boost in customer satisfaction** and a **15% decrease in project delivery time**
- Achieved system improvements by executing 20+ feature enhancements and bug fixes, improving usability and stability

KEY ACHIEVEMENTS

🏆 **Project Management Achievements**

Successfully optimized project workflows leading to significant reductions in project turnaround times and increased customer satisfaction metrics

EDUCATION

MBA

Bharati Vidyapeeth University

📅 04/2021 - 04/2023 📍 Pune,India

B.Tech

Amity University

📅 05/2019 - 05/2019 📍 Noida, India

LANGUAGES

English
Native ●●●●●

Hindi
Native ●●●●●

SKILLS

Project Management Skills

Agile   Scrum   Project Scheduling

Project tracking   Sprint Planning

Product Roadmap Development

Risk management   Backlog Refinement

Stakeholder Engagement

Cross-functional Collaboration

Risk Mitigation   Feature Prioritization

User Stories   KPI Tracking

Release Planning

Technical Skills

UX Optimization   Figma   JavaScript

JIRA   jQuery   GIT   HTML   React

Scrum   SQL   DevOps