

Vikram Tiwari

Scrum Master & Project Coordinator



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JOB OBJECTIVE

An achievement-oriented professional seeking opportunities as a **Project Coordinator** or **Scrum Master** within the IT industry in Noida, Delhi NCR, with a focus on driving team collaboration, managing project timelines, and ensuring successful delivery through Agile methodologies.

CORE COMPETENCIES

Agile Project Management & Sprint Execution

Team Facilitation, Coaching & Stakeholder Engagement

Risk Management & Continuous Improvement
Cross-functional Collaboration & Client Alignment

TECHNICAL SKILLS

JIRA, Kanban, Confluence

Basecamp

MS Excel

Agile / Scrum Methodologies

EXTRA CURRICULAR ACTIVITIES

Treasurer & Managing Head at TSE

Event Head for "VIGAMA" 2K14 & "Bonvent" 2K15

Head of organizing multiple workshops

CERTIFICATIONS

CSM Certificate by Scrum Alliance

Foundation of Project Management
by Google
Jira by Udemy

PERSONAL DETAILS

Date of Birth: 24th August 1996

PROFILE SUMMARY

- Success-driven coordinator with a proven ability to contribute to diverse projects and enhance productivity, eager to bring expertise to a new role as a project coordinator.
- Known for efficient task completion and maintaining high productivity, consistently ensuring smooth operations across multiple project stages.
- Resourceful project coordinator recognized for optimizing team collaboration and coordinating client communications to improve project outcomes.
- Strong communicator and team player, with a knack for fostering seamless coordination across cross-functional teams to meet project deadlines.
- Proven ability to track and manage project timelines, ensuring on-time delivery while maintaining strong client relations and satisfaction.
- Experienced in providing support across multiple projects, improving efficiency and ensuring stakeholders are aligned on project expectations and goals.
- Adept at adapting to various team needs, ensuring that all parties remain focused and engaged to achieve project objectives.

WORK EXPERIENCE

July 2022 to June 2024: Teaching Associate at Govt. Junior High School

Responsibilities:

- Assisted students in mastering learning concepts through personalized one-on-one and small group tutoring.
- Maintained accurate records of student attendance and performance throughout the course.
- Assessed individual student learning styles and understanding of material to adjust teaching strategies effectively.
- Monitored student progress and provided regular feedback to both students and parents.
- Collaborated with faculty members to design and implement course curriculum.
- Reinforced learning concepts and helped students complete assignments effectively.
- Administered assessments (exams and quizzes) throughout the academic year to track progress.
- Contributed to a positive educational environment by delivering supportive and constructive discipline.

March 2020 to April 2022: Project Coordinator at Mysoft Technology

Responsibilities:

- Formulated detailed project plans, including milestone schedules, sprints, and user cases.
- Led collaborative sessions with the development team to review and discuss project details.
- Delegated tasks and responsibilities to the development team, ensuring alignment with project goals.
- Managed project tracking systems, compiling comprehensive progress reports for stakeholders.
- Identified and resolved issues to ensure smooth project execution and timely delivery.

Languages Known: English & Hindi

Address: Noida, UP

- Maintained the product backlog, ensuring proper prioritization and clear definition of items based on business value.
- Facilitated retrospectives to encourage continuous process improvement.
- Contributed innovative ideas for process improvements to enhance team efficiency and project outcomes.