

Mohit Joshi

Project Coordinator | Data Management & Quality Specialist.

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Professional Summary

Proactive, results-driven AI Project Coordinator with strong experience in data management and project documentation. Skilled in using JIRA for project tracking and coordination, and sound in MS Excel for data visualization. Highly organized with a keen eye for detail, and always eager to learn and implement new skills. Adept at cross-functional collaboration, stakeholder communication, problem-solving. Currently pursuing a Project Management Certification to further enhance my professional capabilities. Keen about staying informed on global and national developments and motivated to contribute to an impactful, mission-driven organization

Professional Experience Endovision Tech Pvt Ltd.

Project Coordinator Jan 2023 – Present

- Managing projects (Data Science, Data annotation, Software) with agile framework, aligning requirement cross functional team, collaboration & facilitation to achieve business objective.
- Assisting, the CTO in Project Management in planning, coordinating, and executing projects.
- Monitoring the daily progress of projects, mitigating project risks, submit reports to management (CTO, CEO).
- Facilitating Scrum events (Daily stand up, sprint plan, retro and demo meet), resolved blockers for team.
- Create and update comprehensive project documentation, such as timelines, meeting minutes, and progress reports, assist CTO in risk management.
- AI model validation, testing, ML Process Execution and documentation using JIRA.
- Cross Collaboration -data team to design experiments, gather, summarize, analyze and presenting data in visual formats with MS-Excel. Training to new entrant regarding the organization product, annotation, Jira.
- Provide constructive feedback to D.S on data labelling tooling and ways to improve data quality, data labelling.

Axiom Technologies

Project Coordinator (IT Services) | Jul 2022 – Jan 2023

- Oversaw IT service projects through ServiceNow, ensuring timely resolution, experience with remote teams and global stakeholders.
 - Analyzed and addressed ticket backlogs by identifying root causes and implementing solutions.
 - Managed client requirements, IT resource allocation, and stock management, vendor coordination for SLA
 - Developed customized management dashboards in ServiceNow for improved reporting.
 - Client meetings, stakeholder communication, Resolving project escalation, Vendor Management.
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Education

- **MBA in Marketing** - Sikkim Manipal University (2016)
 - **B.Sc. in Chemistry** - ARSD College, Delhi University
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Technical Skills

- **Project Management:** JIRA, ServiceNow, Scrum.
 - **Data Analysis:** MS Excel (visualization)
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Certifications & Training

- Working on NPTEL-Project Management certification from IIT Roorkee.