MONI SHARMA

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ABOUT ME

Project Manager cum Business Analyst with 6.5 + years of experience delivering projects on time and within budget. Skilled in team leadership, client communication, and process optimization. Proven track record of exceeding client expectations.

SKILLS

- **Methodologies:** Agile, Scrum, Waterfall, Kanban, SDLC, PLC
- **PM Tools:** Jira, Trello, GitLab, Asana,
- **Technical Tools :** Postman, Database, Gitlab, Github, Bitbucket
- **Wireframing/Design:** Balsamiq, Marvel, InVision, Mockup IT, Canva
- **Leadership:** Team Leadership (50+ members), Stakeholder Engagement, Cross-functional Collaboration
- **Domain Expertise:** Fintech, Healthcare, E-commerce, HRMS, EduTech
- **Documentation as PM:** WBS, FRS, SRS, Gantt Chart, CR Document, RAIDs Metrix , Status Report
- **Documentation as Business Analyst:** BRD, FRD, Use cases and User stories, process flow diagrams, RTM, Gap analysis, Mock ups and wireframes

HIGHLIGHTS

Cross-Functional Leadership - Led 50+ Agile-driven teams using Jira to deliver 15+ projects.

User-Centric Process Design - Developed user stories and workflows for apps.

Stakeholder Collaboration - Conducted weekly client scrums ceremonies.

Strategic Documentation - Created SOWs and WBS frameworks for complex projects.

WORK EXPERIENCE

1. DeanInfotech Pvt. Ltd. as an IT Project Manager (PM)
May(2023) - Dec(2024), Noida

Projects
1. Yes Attached Mobile app
2. Student connect Mobile app
3. Fishpond Web app
4. Credai Website {Maintenance}
5. Calendar App in PHP/ Laravel
6. Polo Stationery Website in Wordpress
7. The True Human Website in Wordpress
8. Brancher Website in Hubspot CMS
9. Auto X Website
10. CDI Dashboard in PHP/ Laravel

2. INNOVATIONM as an Associate Project Manager (APM)
Jan(2022) - Mar(2023), Noida

Projects
1. DBXP banking app {Mobile app android and iOS both}
2. DBXP internet banking {Web app}

Modules developed :-
- Customer Onboarding
- Loans {Apply for loan, Pre-approved loans}
- Cards {Apply for credit card, pre-approved credit cards, upgrade credit card}
- Check credit score and Download Score report, FD and RD etc.

3. PARANGAT TECHNOLOGIES as an IT Project Coordinator
Sep(2020) - Dec(2021), Noida

Projects
- **Better App** -An addiction recovery app where users can track their daily habits and improvise.
- **MEG(Mobile and Web App)** - The app helps customers to find the events[rallies, concerts, seminars] happening for the selected distance.
- **Blazon (Mobile App) - B2C**, A Grocery delivery app where users can order daily grocery items and get the delivery at their home at the scheduled time.

4. CODEBLOCK TECHNOLOGIES, Associate Software Engineer - Project Management
May(2018) - Aug(2020), Noida

Projects

- **Hringly -** An HR portal where HRs can manage employee attendance, leaves, etc. Employees can also log in and do daily logins.
- **Promo App** - B2C, App helps customers to find the events[rallies, concerts, seminars] happening for the selected distance
- **Growth Promo App** - B2C, App helps to connect with business people by providing them with contact details of the management of any company, or organization.
- **PaymentUs -** Fintech The app facilitates merchants to receive payment from their customers via different payment gateways.

AWARDS AND ACHIEVEMENTS

- 3 Times Employee of the Month - Code Block Technologies
- 1 Time Employee of the Month - Parangat Technologies
- 1 Time Employee of the Month - InnovationM.
- 2 Times Employee of the Month - DeanInfotech Pvt. Ltd.

EDUCATION

B.TECH (ELECTRONICS AND COMMUNICATION),
FACULTY OF ENGINEERING AND TECHNOLOGIES , AGRA COLLEGE, AGRA - 78%
Graduated : August 2017