**Esha Saxena**

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**Professional Summary**

**Agile Practitioner | Project Lifecycle Management | Cross-functional Team Leadership | Process Optimization**

Results-driven Project Coordinator & Scrum Master with 5+ years of experience, including 2.5+ years managing the entire product lifecycle from conception to deployment.   
Adept in Agile methodologies (Scrum,Kanban,JWM)and SDLC, with expertise in backlog grooming, sprint planning, incident management, and customer issue resolution. Proven ability to optimize processes, improve workflow efficiency, and align project execution with business objectives. Strong leadership in cross-functional team management, stakeholder communication, and issue resolution in fast-paced environments.

**Core Competencies**

* Agile & Scrum – Sprint Planning, Retrospectives, Daily Stand-ups, Velocity Tracking
* Project Coordination – Risk Management, Budget Tracking, Milestone Delivery
* Stakeholder Management – Client Communication, Dependency Mapping, Reporting
* Process Improvement – Workflow Automation, Jira Optimization, QA Metrics,COE,leading cross-functional teams, coaching Scrum Masters & Product Owners
* Tools & Tech – Jira, Confluence, ClickUp, SQL, CI/CD
* Leadership – Team Coaching, Conflict Resolution, Servant Leadership
* Digital Marketing **:**Google Analytics, SEO, SEMrush, Google Ads, HubSpot
* Reporting & Metrics: Burn-down charts, cycle time, velocity tracking, QA metrics,sprint report

**Experience**

**Project Coordinator**

**Threecolts Pvt Ltd | Sep 2024 – Present**

Company specializing in project coordination and management

* Planning, organizing, and executing projects to ensure successful, timely outcomes
* Maintaining work stream updates and tracking project milestones
* Contributing to cross-functional enablement initiatives with a focus on detail and efficiency

**Process Manager & Project Coordinator**

**Cedcoss Technology Pvt Ltd | Feb 2022 – Aug 2024**

Technology company focused on providing digital solutions

* Ensured process adherence and timely delivery across four key integration projects
* Facilitated effective stakeholder collaboration and aligned teams toward shared goals
* Removed 5+ recurring team impediments and maintained stakeholder engagement through weekly reports

**IT Officer**

**Cashpor Micro Credit | Feb 2019 – Feb 2022**

Microfinance organization providing financial services to clients.  
 ● Prepared and submitted reports to credit bureaus for client assessment  
 ● Created customer handoff documents for banks under the Business Correspondent model  
 ●Managed due schedules and fund disbursement processes in coordination with the accounts team

**EDUCATION**

● **B.Tech (Computer Science)** – KIT, Varanasi, UP (2015) – **74%**

● **12th Grade** – Raj English School, Varanasi, UP (2011) – **66%**

● **10th Grade** – Children’s Academy, Varanasi, UP (2009) – **67%**

**CERTIFICATION**

● Certified in Jira Fundamentals by Atlassian University

● Certified in Jira Work Management by Atlassian University

● Certified in Confluence by Atlassian University

● Project Management 101 - PMP Training by SimpliLearn

● Agile Project Management by Coursera

### Key Achievements

* 💡 **Boosted team efficiency by 20%** using custom Jira filters and dashboards.
* 🏆 **Achieved 80% sprint success rate** by maintaining delivery discipline and backlog clarity.
* 🔄 **Reduced recurring issues by 30%** via effective cross-functional alignment.
* 📈 **Enhanced overall productivity by 15%** through retrospectives and process refinements.

**Tools & Technologies**

● **Project Management:** Jira, Confluence, ClickUp, Google Workspace

● **Collaboration & Design:** Slack, GitHub, Figma, Webhooks

● **Database & Reporting:** SQL Server, Data Studio

● **Agile Artifacts:** WBS, Gantt Chart, RACI, SOP, KPI, Event Planning, Use Cases, User Stories