Aakriti Agarwal

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Professional Summary

Detail-oriented and organized Project Coordinator with over 2 years of experience supporting software and web development teams in Agile environments. Skilled in project planning, sprint management, stakeholder communication, documentation, and cross-functional coordination. Proven ability to drive process improvement and ensure project deliverables are met on time and within scope.

Skills

- Project coordination and sprint management
- Agile and Scrum methodologies
- Task tracking (JIRA, GitHub issue board)
- Stakeholder communication and coordination
- Requirement gathering and documentation (BRD, FRD, user stories)
- Flowcharts, mockups, and process mapping
- Team collaboration and cross-functional alignment
- Workflow analysis and process optimization
- Time management, leadership skills

Professional Experience

09/2022 - 04/2025

Stegpearl Technologies ─ Jaipur, India
Project Coordinator

- Coordinated daily stand-ups, sprint planning, and retrospectives, supporting Agile delivery.
- Planned and tracked deliverables for e-commerce and SaaS product development projects.
- Collaborated with stakeholders to define the scope, requirements, and success criteria.
- Created BRDs, FRDs, user stories, and use cases to guide development.
- Used JIRA and GitHub Issue Board to manage sprints, assign tasks, and monitor progress.
- Maintained project documentation, status reports, and flowcharts for cross-team visibility.
- Conducted user acceptance testing to ensure quality standards and business alignment.
- Performed gap analysis and proposed improvements that increased workflow efficiency by 40%.
- Ensured timely resolution of issues through clear communication between QA, Dev, and clients.

Key Projects

SaaS product development

- Managed sprint planning, backlog grooming, and team coordination using GitHub
- Implemented Agile practices that boosted project performance by 30%
- Supported documentation, stakeholder engagement, and QA tracking

E-commerce website implementation

- Planned and tracked front-end and back-end deliverables
- Conducted UAT and collaborated with dev teams to optimize UI/UX, and overall functionality
- Developed functional specs and evaluated product usability

Education

DIT University Dehradun
B.Tech: Computer Science & Engineering
Graduated: May 2022