

# Pooja Rawat

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## Summary

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Dynamic and results-driven Technical Project Manager at Jupiter AI Labs, with experience leading AI-driven initiatives that enhanced customer engagement and operational efficiency. Skilled in strategic planning, proactive problem-solving, and cross-functional team coordination. Proficient in JIRA, cloud technologies, and Agile methodologies, with strong communication and stakeholder management skills. Demonstrated ability to deliver complex projects ahead of schedule while maintaining high quality and alignment with business objectives.

## Experience

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### Jupiter Ai Labs | Noida, Uttar Pradesh

#### Technical Project Manager | 10/2024 - Present

**Company Overview:** Jupiter AI Labs Inc is a product and service development generative AI company for SMBs and startups to help build systems that learn how to solve challenges.

- Successfully delivered Computer Vision project for US client .Yolo v8-based segmentation, AWS deployment with CI/CD automation through Jenkins Managed project with 5 engineers. Project tracking using ClickUp, Project proposal, Project planning and BRD document creation.
- Successfully delivered an AI Chatbot project for the customer service industry to a client in Oman – BGI. Development of a chatbot using Azure AI Bot Service with LLM integration and integration with Zoho CRM. Managed 6 Engineers. Project tracking using Jira. Project proposal, BRD document and Gantt chart creation.
- Assisted in the development of project scopes and objectives, ensuring technical feasibility and alignment with business goals.
- Supported the project manager in the planning and execution of a high-profile project, resulting in successful delivery ahead of schedule and under budget.
- Developed and maintained project plans, schedules, budgets, and other documentation to track progress of projects

### Suretek infosoft | Noida, Uttar Pradesh

#### Project Manager Intern | 06/2024 - 10/2024

**Company Overview:** Suretek Infosoft is an ISO 9001–2008 certified company with a group of 70– vitally capable engineers experienced in a multitude of emerging technologies, and It's expanding globally. Suretek have already established an onshore presence with global delivery centers in Canada, Sweden, and the USA.

- Collaborated with cross-functional teams to develop project plans and timelines, ensuring all project milestones were met on time and within budget.
- Implemented a new project management tool that improved team communication and task tracking, increasing overall project efficiency by 15%.
- Contributed to the development of a project risk management plan, identifying potential risks and developing mitigation strategies.
- Successfully managed projects with tight deadlines and limited resources.
- Documented project requirements, processes, and procedures

## Skills

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Agile Methodology, Waterfall / Hybrid Project Management, Scrum, Jira , Trello, ClickUp, Risk Management & Mitigation Planning, Resource & Budget Management, System Development Life Cycle (SDLC)

## Education

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### Guru Gobind Singh Indraprastha University | Delhi

#### Information Technology | 07/2024

- Vivekananda Institute of Professional Studies
- Bachelor of Computer Applications (BCA)
- 8.9 CGPA