**MOHIT SHARMA**

**Mobile No:** 9813201100

**Email: sharma.mohit@hotmail.com**

## **Work summary**

* Total 4 yrs 7 mos experience.
* Relevant experience of 3 yrs 4 mos in Project Coordination and management including client and team handling.
* Confident and geared to take up challenges of life and a team member to the core.
* Good leadership qualities demonstrating ability to lead the team towards better performance and growth.
* Able to work collaboratively with developers and other team members in testing projects and in overall enhancement of software product quality.
* Good knowledge of methodology followed in SDLC and Agile.
* Good knowledge of Project Management.

## **Roles and Responsibilities**

* Coordinate with internal teams to create customer plan including specific responsibilities of each team, release schedule, program phases and deliverables, etc.
* Develop strong and trusted relationship with customers through timely and accurate communications.
* Work closely with customers in understanding project requirements and issues for successfully implementing business projects.
* Inform customers on business execution processes, marketing/sales procedures, etc.
* Facilitate meetings, calls, follow-ups and other communications with clients and management throughout the business project development and implementation stages.
* Coordinate, execute, track and deliver various customer projects from initiation through completion.
* Analyze project metrics to determine project developments and success factors.
* Schedule product and quality reviews to meet client expectations.
* Ensure timely delivery of products and services to clients as committed.
* Identify and resolve operational and services related issues to ensure customer satisfaction.
* Assess risks at the customer project level to develop and execute risk and contingency management plans as needed.
* Inform senior management and clients on project status, schedules and key issues on regular basis.
* Provide timely responses to all customer-driven performance inquiries.
* Work with business team in contract renewals, extensions, and scope change activities.

## **Work Experience**

* **Technicolor Gurugram \_ Contract on a pay roll of Baryons software solutions, Bengaluru.**

**Duration: June 2016 to March 2017 (10 mos)**

**Designation:** Program Coordinator

**Domain knowledge:** Project Management, Planning and Scheduling, Coordinate with Clients & team.

* **Appinventiv Technologies, Noida U.P**

**Duration: Feb-2016 to May-2016 (4 mos)**

**Designation:** Project Coordinator

**Domain knowledge:** Project Management, Planning and Scheduling, Coordinate with Clients and Developer Team, Designer Team, QA team and Coordination team.

* **NZT solutions, New Delhi**

**Duration: Aug-2014 to Jan-2016 (1 yr 6 mos)**

**Designation:** Project Coordinator

**Domain knowledge:** Project Management, Planning and Scheduling, Coordinate with Clients and Developer Team, Designer Team, QA team and Coordination team

* **Enziq solutions, New Delhi**

**Duration: Dec-2012 to Jun-2013 (7 mos)**

**Designation:** Web Marketing Associate

**Domain knowledge:** Builds key customer relationships, identifies business opportunities, negotiates and closes business deals, cold calls, identify potential clients and maintaining existing clientele.

* **Versions Technologies, Panipat**

**Duration: May-2011 to Jul-2012 (1 yr 3 mos)**

**Designation:** Assistant Software Engineer

**Domain knowledge:** Managing and maintaining databases of potential clients, VB.NET, ASP.NET, utilizing ADO.NET and SQL Server 2008.

## **Technical Skills**

* Knowledge of Mobile application development – Android and iOS
* Knowledge of Home connected devices – Setup Box and Modems
* **Management Tool-** Trello, Active Kollab, Basecamp, Jira and OneNote.

## **Academic Qualification**

* B. Tech (CSE) in 2010 from Kurukshetra University, Kurushetra.
* Senior Secondary education (Computer Science) in 2006 from M.A.S.D Sr. Sec. School, Panipat.
* Secondary education in 2004 from Kinder Kin Sr. Sec. School, Panipat.

**Professional Courses**

* Advance Java Programming for Web Development (2009, NIIT, New Delhi)
* Java Programming Language (2008, NIIT, New Delhi)
* Workshop on Oracle Technologies (2007, Chandigarh).

## **Projects:**

**Total no. of Projects Associated with Appinventiv Technologies:** 8 on IOS, Android Platform

**Total no. of Projects Associated with NZT solutions:** 46 on IOS, Android Platform and Web.

**Total no. Project Associated with Enziq Solutions Pvt. Ltd:** Signed 11 Clients in 5 Months.

## **Personal Details**

|  |  |
| --- | --- |
| Father’s Name | Mr. M. K. Sharma |
| Date of Birth | 02-03-1988 |
| Gender | Male |
| Marital status | Married |
| Nationality  Permanent Address  Current Address | Indian  #30A/2, Agarsen Colony, Panipat, Haryana  #52, Rajeha Teachers society, sector-31, Gurugram, Haryana |

***Declaration:***

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I am also confident of my ability to work in a team.

***Date: (Name of applicant)***

***Place: Gurugram MOHIT SHARMA***