

# Mohit Jangra

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## SUMMARY

Dynamic and results-oriented Project Coordinator with over six years of experience managing and delivering successful projects across diverse industries. Proven expertise in team leadership, agile methodologies, and user experience design. Adept at optimizing workflows, enhancing team productivity, and ensuring on-time project delivery with meticulous attention to detail. Seeking to leverage skills and experience in a challenging Associate Project Manager or Project Manager role.

## EXPERIENCE

### Project Coordinator

#### App Knit

January 2023 - December 2024, Chandigarh, India

- Successfully managed and delivered multiple projects, maintaining deadlines and ensuring team alignment with objectives.
- Increased on-time project delivery by 25%, completing 8 programs ahead of schedule.
- Enhanced team productivity by 30% through optimized workflows and strategic resource allocation.
- Developed project plans, schedules, and task lists to ensure timely and efficient project execution.
- Monitored project performance, implemented corrective actions, and ensured adherence to compliance standards.

### Operations Associate

#### WhiteHat Jr.

September 2021 - April 2022, Gurugram, India

- Streamlined daily operations, ensuring adherence to company policies and timely task completion.
- Collaborated with cross-functional teams to enhance operational efficiency.
- Prepared and presented performance reports to senior management, identifying areas for improvement.
- Addressed and resolved technical and non-technical queries, ensuring smooth operational workflows.

### Senior Executive

#### M.S Trading Co

January 2019 - August 2021, Jind, India

- Led recruitment, training, and development processes to build a skilled workforce.
- Managed import-export processes and ensured compliance with regulatory requirements.
- Designed compensation and benefits packages and implemented performance review systems.

### Junior Executive

#### Moretasks

February 2018 - December 2018, Gurugram, India

- Handled back-office operations and managed customer queries efficiently.
- Scheduled and coordinated executive meetings, ensuring optimal productivity.

## EDUCATION

### Master of Business Administration in HR

Minor in Marketing • Universal Group of Institutions • Chandigarh, India • 2022 • 7.3

### Bachelor in Technology in Computer Science Engineering

N.C College of Engineering • Panipat, India • 2018 • 7.8

## SKILLS

Project Management Tools (JIRA, Trello, Slack)

Agile and Scrum Methodologies

Cross-Functional Team Leadership

Workflow Optimization

Communication and Collaboration

Time Management and Scheduling

Data Analysis and Reporting

User Experience Design