Garvit verma

Project coordinator

garvitv49@gmail.com 📞 9667644054 👂 Delhi 🔉 Mr.

PROFILE SUMMARY

High-performing professional with 3 years of experience in stakeholder management and bridging the gap between technical and managerial teams. Known for exceptional organizational skills and goal-oriented approach. Seeking opportunities to contribute expertise in driving business success.



WORK EXPERIENCE

Project coordinator, Variables Software pvt ltd

09/2022 - Present | Noida

As a Project Coordinator, I was responsible for supporting end-to-end project execution by coordinating resources, schedules, and deliverables. I acted as a bridge between crossfunctional teams and stakeholders, ensuring clear communication and timely issue resolution. My role involved preparing project plans, reports, and documentation, monitoring progress against timelines, and assisting in risk management to keep projects on track. I also facilitated meetings, tracked action items, and contributed to process improvements for smoother workflow and better project outcomes.



https://in.linkedin.com/in/garvit

KEY SKILLS

Brd

FRD

Stakeholder Management

User Stories

IIRA

Confluence

Wireframe

SOL

Power BI

Requirement Gathering

Business Analysis

Manual Testing

Scrum

Agile Methodology

SDLC

EDUCATION

B.Tech/B.E. - Information Technology, **Bhagwan Parshuram Institute of** Technology, Delhi

2023

Grade - 78%

12th, CBSE, English

2018

Grade - 78%

10th, CBSE, English

2016

Grade - 82%



English

Hindi