

DIVYA GUPTA

IT Project Coordinator

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SUMMARY

I am an organized in IT Project Coordination with having 1 year of experience in handling project timelines, team coordination, and resource management. I work closely with teams and clients to make sure projects run smoothly and meet both client needs and company goals. I'm also good at solving problems that come up during projects.

EXPERIENCE

IT Project Coordinator

Invoidea technologies Pvt Ltd

📅 June 2024 - present (1 year)

📍 New Delhi

- Managed multiple different industry projects by following deadlines and making sure the work met quality standards across different technologies.
- Worked closely with team members by giving tasks, checking progress, and helping solve any problems quickly.
- Talked to clients to understand what they needed, shared updates, and handled their questions or concerns.
- Wrote clear user stories and requirements to help the team understand what needed to be built. Create project documentation like BRD, FRD and SRS.
- Used Agile practices like planning work in sprints and having daily check-ins to keep everything on track.

Human Resources

Swastik Placement

📅 Dec 2023 - Feb 2023

📍 Vadodra, Gujarat

- Helped with recruitment by posting jobs, reviewing resumes, and scheduling interviews.
- Maintained confidentiality and acted professionally in all HR tasks.
- Assisted with admin work like updating employee records and keeping HR databases organized.
- Worked with the team to support a positive and inclusive workplace.

PROJECT HIGHLIGHTS

1. PASHMKAAR

- Domain - Ecommerce
- Tool used - JIRA
- Technologies Used - React.js, Node.js, MongoDB
- Responsibilities - Coordinated with development and QA teams to ensure timely task completion and tracked project milestones using JIRA.

2. SAGETALKZ

- Domain - Astrology
- Tool - JIRA
- Technologies Used - Laravel, flutter, PHP
- Responsibilities - Managed daily project activities, facilitated communication between teams, and monitored progress against deadlines.

3. ICLINIX

- Domain - Healthcare and Medical
- Tool - JIRA
- Technologies Used - Laravel, flutter, PHP
- Responsibilities - Maintained task schedules, conducted follow-ups, and ensured alignment with project timelines and client expectations.

SKILLS

- Project Planning and Scheduling
- Team Coordination and communication
- Cross-functional Team Collaborations
- Timeline Management
- Client communications
- Project Documentation
- Problem-solving
- Risk Management
- Using tools like JIRA, Click-Up, Confluence, MS Excel

EDUCATION

MBA (IT)

Parul University

📅 Aug 2023-Present

📍 Vadodara, Gujrat

CGPA-7.5/10

BTECH (IT)

Govt. Engineering College

📅 July 2019-July 2023

📍 Ajmer, Rajasthan

CGPA-8.2/10

Senior secondary school

S.S INTERNATIONAL SCHOOL

📅 Mar 2018-Mar 2019

📍 Baran, Rajasthan

Percentage-80.60

CERTIFICATES



Project Management Essentials Certified



Agile Methodology certificate



Google Analytics Certification