

MONIKA PANDEY

+91 6395186548

[linkedin.com/in/monika-625a88252/](https://www.linkedin.com/in/monika-625a88252/)

monikapandey0211@gmail.com

Profile Summary

Experienced Project Coordinator / Business Analyst with expertise in managing team & projects, requirement gathering, proposal documentation, and feature listing of client requirement. Skilled in analyzing Figma designs, creating structured documentation, and ensuring smooth project execution. Adept at bridging business and technical teams to align project goals with business needs.

Work Experience

DOTSQUARES | Jaipur, Rajasthan |

Dec 2024 – Feb 2025

Business Analyst Trainee

- Gathered and analyzed stakeholder requirements, breaking them into functional and non-functional specifications.
- Prepared proposal documentation, including Business Requirement Documents (BRD), Functional Requirement Documents (FRD), and Process Flow Diagrams.
- Collaborated with design teams on Figma and conducted feature listing.
- Acted as a bridge between sales and tech teams by communicating project updates and ensuring alignment.

CLOUDMAVEN INFOTECH PVT. LTD. | Jaipur, Rajasthan |

Sep 2024 – Nov 2024

Project Coordinator – Intern

- Managed teams and projects using project management and collaboration tools like Slack, Hubstaff, Confluence, and GitHub to enhance productivity and streamline communication, and manage project documentation efficiently.
- Utilized GitHub for version control, repository management, sprint planning, and ticket creation.
- Monitored time tracking and productivity using Hubstaff to support efficient project execution.

Technical Skills

- **Project Management:** Agile, Waterfall Model, SDLC
- **Project Management Tools:** GitHub, Jira, Confluence, Hubstaff, Slack
- **Microsoft Tools:** Word, PowerPoint, Excel, Teams, Planner
- **Programming Language:** C/C++ Programming
- **Coursework:** Software Engineering, OOPs

Projects

Movie Ticket Booking System – C++

- Developed a console-based system for users to view movie showtimes, check seat availability, and book tickets with real-time database updates.

Smart Parking System – IOT/C++

- Designed an IoT-enabled solution using sensors to detect parking slot availability and display real-time data on an integrated digital interface.

Research & Publications

Traffic Prediction Analysis Using Machine Learning Methodologies | IEEE PUBLISHED |

- The paper emphasized “Identifying the factors most impacting prediction accuracy, such as historical traffic data, time of day, and weather conditions. This analysis supports improved model selection for real-time traffic management, enabling smarter, data-driven urban planning”. This approach supports smart city initiatives by optimizing transportation systems and enhancing commuter experience.
- **Presentation of Research Paper in 6th International Conference on Contemporary Computing and Informatics (IC3I-2023)**

Education

Master of Computer Applications

Aug 2022 – June 2024

- Graphic Era Deemed to be University, Dehradun, Uttarakhand, India
- 82.9%

Bachelor of Computer Applications

Aug 2018 – June 2021

- Modi Institute of Management and Technology, Kota, Rajasthan, India
- 86.7%