

PRIYANKA TIWARI

Product Manager / Project Co- Ordinator

Contact No- 9664408897

Email- tiwaripriyanka1317@gmail.com

Location- Jaipur , Rajasthan

Career Summary

With 9 years of overall experience in Human Resources and 2 years in Product Management, I bring a unique blend of people management and product development expertise. Dynamic and detail-oriented Product Manager cum Project Coordinator with a strong background in managing the complete product lifecycle and coordinating cross-functional teams to deliver projects on time and within scope. Skilled in gathering requirements, defining product roadmaps, and translating business needs into actionable plans. Adept at stakeholder communication, agile methodologies, and driving collaboration between development, design, and business teams to ensure successful product delivery and continuous improvement.

Educational Qualification

B.Tech (ECE)- 2015

Work Experience

Product Manager/Project Coordinator

Crypticscubes Technologies India Pvt Ltd , Jaipur

06/2023 - Present

- Facilitated Agile ceremonies including daily stand-ups, sprint planning, reviews, and retrospectives to ensure team alignment and continuous delivery of high-quality products.
- Handling a cross-functional team of 8 technical professionals, fostering a collaborative and high-performing Agile environment.

- Acted as a bridge between business stakeholders and development teams, driving the elicitation, analysis, and prioritization of product requirements.
- Created and maintained comprehensive documentation, including BRDs and FRDs, to support product development and stakeholder communication.
- Contributed to the development of user guides, product documentation, and promotional videos to enhance knowledge sharing and engagement.
- Utilized JIRA for tracking project progress, managing sprints, and enabling transparency across teams.
- Partnered with QA teams to support testing and ensure product quality, reliability, and alignment with business objectives.

Lead Human Resource

Programmers.io , Jaipur
11/2021 - 06/2023

As a seasoned professional, I have successfully managed a broad range of responsibilities, including team management, vendor management, client management, and overseeing day-to-day operations. With a keen eye for talent, I have been instrumental in the hiring of employees at all levels, from entry-level positions to senior leadership roles .

Talent Acquisition Executive

Dotsquares Technologies , Jaipur
12/2018 - 11/2021

As a HR professional, I have played a key role in recruitment efforts by utilizing various job portals(Naukri, LinkedIn, HIRIST, Indeed,Xray Search) to identify and hire talented candidates. Additionally, I have successfully managed the onboarding and induction processes for new hires, ensuring a seamless transition into the organization. In addition to my recruitment responsibilities, I have also taken on various operational tasks, further contributing to the smooth

functioning of the HR department.

HR Executive

A.L. PAPER HOUSE, Jaipur

01/2018 - 12/2018

As an HR professional, my primary focus was on talent acquisition and recruitment. I have developed expertise in the entire recruitment process, from sourcing and screening candidates to conducting interviews and negotiating job offers. With a proven track record of success, I have been instrumental in identifying and hiring top talent across various industries and levels of seniority.

Executive HR

AIPD Technologies , Jaipur

07/2016 - 12/2017

Spearheaded end-to-end recruitment process for all IT profiles. resulting in a 30% reduction in time-to- fill and a 20% increase in quality of work.