

SHWETA ACHARYA

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Summary

Dynamic and versatile IT professional with Six years of industry experience, including three years as a Project Coordinator and three years as a Business Development Executive. Seeking a challenging role where I can leverage my project coordination expertise and business development acumen to drive growth and success for a forward-thinking IT company. Eager to contribute strategic insights, strong communication skills, and a track record of successful project delivery to exceed organizational objectives and foster long-term client relationships.

Experience

Project Coordinator, 07/2024 - 04/2025

Telepathy Infotech Pvt Ltd

- Developed detailed project documentation, including scope of work, project schedules, and financial reports.
- Monitored staff performance and developed improvement plans.
- Coordinated multi-disciplinary project teams, facilitating communication and resource allocation for timely project completion.
- Managed stakeholder expectations through regular updates, reports, and presentations on project progress.

Project Coordinator, 04/2022 - 05/2024

Extern Labs Pvt Ltd

- Coordinated project activities, resources, and timelines to ensure successful project delivery within scope, budget, and schedule.
- Consulted with clients to better understand their needs, goals requirements and determine best course of action.
- Designed, planned, created, implemented and monitored all aspects of the project.
- Drew up project management calendar detailing timelines for fulfilling different project goals.
- Used online management tools to monitor goals for streamlined management of projects.

Business Development Executive, 04/2021 - 03/2022

Extern Labs Pvt Ltd

- Successfully managed client communication, ensuring clear understanding of project requirements and expectations, resulting in high client satisfaction and repeat business.
- Played a key role in project coordination, overseeing project timelines, resources, and deliverables to ensure on-time and within-budget project completion.
- Bidding on various portals Like Upwork, Freelancer, GURU.
- Developed team communications and information for meetings.

Business Development Executive, 08/2020 - 03/2021

Charu Mindworks India Pvt Ltd

- Spearheaded bidding efforts on platforms including Upwork, Guru, and Freelancer.
- Collaborated with cross-functional teams to align sales strategies with product development, marketing campaigns, and customer support initiatives.
- Created comprehensive SRS (Software Requirement Specifications) and Feature List documents, collaborating with cross-functional teams to ensure alignment with client needs and project goals.

Business Development Executive, 03/2019 - 09/2020

Flick Info Solution LLP

- Created various business proposals for international and local clients.
- Bidding(Upwork, Freelancer)

Skills

- Agile methodology
- Waterfall methodology
- Project planning
- Bidding (Upwork, Guru, Freelancer)
- Feature List Creation
- Task management

- Team coordination
- Project scheduling
- Results-focused
- Project monitoring
- Project development
- Resource planning
- Project Management Tools- JIRA, Trello

Accomplishments

- Successfully managed multiple projects
- Build strong and lasting relationships with clients by providing exceptional customer service, understanding their needs, and delivering tailored solutions that met or exceeded their expectations within the first year as a Business Development Executive.

Projects

Successfully coordinated multiple concurrent projects, including:

- Real Estate Mobile Application: Led the coordination efforts for the development of a mobile application tailored for the real estate industry, facilitating property search, listings, and virtual tours.
- E-commerce Mobile Application: Managed the project lifecycle for an e-commerce mobile application, overseeing features such as product browsing, shopping cart functionality, and secure payment processing.
- Plant Detection Mobile Application: Directed the project management activities for a plant detection mobile application, enabling users to identify plant species using image recognition technology.
- Logistics Web Application: Oversaw the development of a web-based logistics application, streamlining order management, tracking, and delivery logistics for a transportation company.
- Fleet Management System: Coordinated the implementation of a fleet management system, optimizing vehicle tracking, maintenance scheduling, and driver performance monitoring for a fleet of vehicles.
- Shopping Website: Led the project coordination efforts for a shopping website, overseeing the development of an intuitive and user-friendly online shopping platform for a retail client.

Education

Maharshi Dayanand Saraswati University - Ajmer, RJ

Master's of Computer Application Computer Science

Maharshi Dayanand Saraswati University - Ajmer, RJ

Bachelor's of Computer Application Computer Science