Shubham Kumar

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About

Project Co-Ordinator/Manager with a proven track record in custom ERP, Mobile Application and CRM development. Over the past year, I successfully delivered 14 projects, collaborating with Small/Big MSMEs and international clients.

Proficient in creating BRDs, FRS documents, data flow diagrams, and software flow charts.

Technologies worked on in collaboration with development teams include: .NET Framework (MVC), React, React Native, and Zoho Creator (SaaS).

Certification

PMP Certification Course (35 Hours) from Star Agile Institute

Key Responsibilities

- Gathered requirements, wrote scope of work, and delivered projects within scope

- Understood business flow, created flowcharts, and developed BRDs and FRS documents

- Communicated software flow to development teams and collected data points for software and user roles

- Led client meetings, prepared MOM, and managed complete project lifecycle.

- Coordinated day-to-day project activities, planned and implemented project tasks, and managed project execution

- Wrote business logic, handled Change Requests and UAT, and tested development progress

- Provided weekly demos and reports to clients, conducted daily stand-up calls, and identified operational issues

- Utilized Agile project management tools (Trello, Zoho Project, Microsoft Office) and demonstrated strong analytical, communication, and time management skills

- Collaborated with the development team to resolve client-reported issues and tickets, both during UAT and post-launch, ensuring timely and effective problem-solving and client satisfaction

Key Achievements

- Successfully delivered projects within scope and timeline

- Improved project coordination and execution through effective communication and planning

- Developed and implemented process improvements, resulting in increased efficiency and client satisfaction.

Work Experience

Project Manager

Abroll Consulting & **Technology** (**Tru Act**), Delhi (Zoho Partner)

18 Dec 2023 – Present

Total: 7 Project

Business Analyst

Rebin Infotech, Kolkata, West Bengal

01 April 2023 – 08 September 2023

Total: 7 Project

Project Highlights

- **Fresh From Farm:** Procurement, Sales, and Dispatch Application
   - Modules: Purchase, Inward, Quality Check, Inventory, Sales, Picker, Dispatch, Return, Wastage, and Reporting

- **Honey Business Corporation**: Multi-Vendor Order App with Sales and Retail Management

   - Modules: Stock, Inventory, Vendor Order, Order Acceptance, Dispatch, GRN, Stock Transfer, Direct Sales, Beat Assigning, Attendance, and Reporting

- **SBBS**: Amazon Driver Invoicing App for UK-based Drivers

   - Modules: Candidate, Driver, Approval, Amazon Daily Upload, Invoicing, Payment Summary, Bank Summary Report, and Driver Details Report

- **Kian Falcon**: Manufacturing Application for Furniture Company

   - Modules: Product Management, Sales Order, Inventory Management, Purchase Order, Quality Check, Production Planning, Invoicing, and Dispatch

- **Sunkind**: A Solar Company ERP

We developed a comprehensive system covering the entire project lifecycle, from lead generation to operation and maintenance. The modules include:

Lead Generation, Site Visit and Design (Pre-Sales), Costing, Estimation, and Quotation, Client PO Approval and Invoicing, Project Planning and Execution, Purchase Requisition and Vendor Management, Delivery and Material Receipt, Project Development and Handover, Final Billing and Operation & Maintenance

\# The system includes **multiple approval** processes throughout various modules, ensuring a streamlined and efficient project management experience.

Education

2013 - 2017

Magadh University, RPSIT college, Patna- *bachelor's in electrical & electronic engineering.*

73.83 %

Skills

Programming

- Python

- Basic understanding of OOPs

Visualization

- Power BI

- Excel Charts

Database

- Basic SQL

CMS

- WordPress and Others