

MAHIMA J

PROJECT MANAGER

CONTACT

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EDUCATION

**M.TECH IN COMPUTER
SCIENCE • JULY 2018**

RNSIT, Bangalore, India

**B.E IN COMPUTER SCIENCE •
JULY 2016**

RRCE, Bangalore, India

KEY SKILLS

Project Management
Communication
Client Interaction
Scope Management
Clickup

CERTIFICATIONS

Foundations of Project Management

Project Initiation: Starting a
Successful Project

Project Planning: Putting It All
Together

PROFILE

A detail-oriented and adaptable Project Manager with experience in overseeing web development projects. Skilled in managing cross-functional teams, coordinating tasks, and ensuring timely delivery of websites and web applications.

EXPERIENCE

PROJECT MANAGER • JUNE 2024-DECEMBER 2024

AppAvengers.Co

- Created SOW's for all the projects.
- Assisted the design team in creating the designs for the projects.
- Assisted in coordinating project activities, ensuring tasks are assigned and completed on schedule.
- Monitored project progress and provide regular updates to the stakeholders.
- Assisted in organizing meetings, documenting meeting minutes, and following up on action items.
- Supported the testing and quality assurance activities of IT projects.

PROJECT CO-ORDINATOR INTERN • OCTOBER 2023-
JANUARY 2024

Techjet.ai

- Supported Project Managers in developing project plans, timelines and budgets.
- Created SOW's and frameworks for all the projects.
- Assisted the design team in creating the designs for the projects.
- Assisted in coordinating project activities, ensuring tasks are assigned and completed on schedule.
- Monitored project progress and provide regular updates to the stakeholders.
- Helped in identifying potential risks which would impact project delivery in organizing meetings, documenting meeting minutes, and following up on action items.

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- Supported the testing and quality assurance activities of IT projects.

DATA RESEARCH EXECUTIVE • JUNE 2023-AUGUST 2023

APAC Business Headlines

- Conducted research on foreign companies and added the details into the required documents.

RESEARCH EXECUTIVE • JANUARY 2022-AUGUST 2022

Mindgroom Services Pvt Ltd

- Conducted research on abroad universities for students pursuing higher education abroad.

INTERN • MARCH 2021-DECEMBER 2021

Collegedunia

- Conducted research on abroad universities for students pursuing higher education abroad.

RESEARCH INTERN • OCTOBER 2020 – MARCH 2021

Leverage Edu

- Conducted research on abroad universities for students pursuing higher education abroad.