

# Siddhant Malakar

Project Coordinator | Agile & Scrum | Jira | Entry-Level PM Roles  
Indore, Madhya Pradesh | [smalakarsw@gmail.com](mailto:smalakarsw@gmail.com) | 810-394-8997 | [linkedin](#) | [Portfolio](#)

## PROFESSIONAL SUMMARY

Project Coordinator with freelance experience during graduation, managing web and service-based projects. Skilled in Agile practices, sprint planning, stakeholder communication, and Jira. Able to ensure timely delivery and coordinate cross-functional teams. Seeking entry-level Project Management / Scrum roles.

## CORE SKILLS & TOOLS

Agile & Scrum | Sprint Planning | Backlog Management | Jira (Basic) | Stakeholder Communication | Risk Awareness | SDLC | Project Coordination | MS Excel

## PROFESSIONAL EXPERIENCE

### Project Management Intern | TECHCOOPERS

Jan 2026 – Present

- Gained understanding of Agile methodologies and Scrum framework
- Reviewed project documentation and workflows
- Used Jira for basic task tracking and workflow understanding
- Participated in Agile discussions and project coordination activities

### Freelance Project Coordination Experience (*Academic & Client Projects During Graduation*)

Nov 2022 – Dec 2025

- Managed 8+ website development projects, ensuring timely delivery.
- Created basic task breakdowns and timelines to track progress
- Coordinated between clients and development teams to prevent scope gaps.

#### Key Responsibilities

- Requirement gathering and clarification
- Task tracking and coordination
- Client communication and follow-ups
- Timeline monitoring

## KEY PROJECTS

### Mahakal Darshan Tour Planner

- Coordinated development of a tour planning website for Ujjain visitors
- Managed client requirements and developer communication
- Tracked progress and ensured timely delivery

### Om Residency (Property Listing Website)

- Coordinated development of a property listing website
- Defined user flow for property search and inquiry
- Assisted in client communication and progress tracking

### AI-Automated Documentation Generator | *Personal Project*

- Developed a web-based tool using OpenAI API to automate project documentation, reducing manual effort.
- Built lightweight solution using HTML, CSS, JavaScript, utilizing JSON format to maintain structured and scalable data.
- Streamlined Business Analysis and Project Management workflows by accelerating documentation.

## CERTIFICATIONS

- Agile Project Management Professional – [Atlassian](#)
- Agile Development & Scrum – [IBM](#)
- Six Sigma Principles – [Kennesaw State University](#)
- Sales & CRM Overview – [Salesforce](#)
- Prompt Writing – [Google](#)

## EDUCATION

B.Tech (CSE), Shri Vaishnav Institute of Information Technology | 2022–2026