

# TUSHAR ARORA

PMO Executive | Project Coordinator | MBA Candidate

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## PROFESSIONAL SUMMARY

MBA candidate with hands-on experience in IT operations, data tracking, reporting, and stakeholder coordination at Verito Technologies, supporting US-based CPA/CFA clients. Proficient in MS Excel for dashboards and performance monitoring. Certified in Six Sigma; Google Project Management Certificate in progress. Seeking a PMO Executive role to contribute to planning, tracking, reporting, and delivery coordination.

## PROFESSIONAL EXPERIENCE

### Support Engineer | Verito Technologies

June 2025 – Present

Noida, UP | US-Based Managed IT Services

- Tracked operational workflows, maintained task/issue logs ensuring on-time SLA resolution and stakeholder visibility.
- Built weekly/monthly reports on system health, SLA performance, and incident metrics for management and US clients.
- Coordinated with cross-functional teams and clients to track action items, follow up on tasks, and deliver status updates.
- Maintained SOPs, workflow documentation, and compliance records supporting audit readiness and governance standards.
- Identified operational bottlenecks and proposed improvements, achieving measurable gains in response time and efficiency.

## KEY COMPETENCIES

### PMO & Project Support

- PMO Reporting & Tracking
- Project Planning & Coordination
- Risk & Issue Management
- Agile & Scrum Basics

### Data & Reporting

- MS Excel (Advanced)
- Dashboard Creation
- KPI & Performance Monitoring
- Documentation & SOPs

### Tools & Soft Skills

- HubSpot CRM
- MS Teams & SharePoint
- Trello / Task Trackers
- Stakeholder Communication

## PROJECT EXPERIENCE

### SwiftBuyz – Full-Stack E-Commerce Platform

[swift-buyz.vercel.app](https://swift-buyz.vercel.app)

Project Owner & Manager | React, Node.js, MongoDB | End-to-End Delivered

- Defined project scope, built a structured WBS with milestone timelines, and maintained a real-time tracker with status updates and dependency mapping — driving delivery from ideation to live deployment with zero scope creep.
- Applied Agile sprint planning to prioritize MVP features; documented risk log, change requests, and lessons learned to ensure transparent stakeholder reporting throughout.

### Travel Planning Application – MERN Stack

End-to-End Delivered

Project Owner & Manager | MongoDB, Express, React, Node.js

- Led end-to-end planning — defined deliverables, allocated tasks across frontend and backend workstreams, tracked milestones, and maintained documentation including scope definition and test logs for consistent delivery.
- Monitored project progress against timelines, flagged risks early, and ensured iterative quality checks at each development phase to maintain delivery standards.

## EDUCATION & CERTIFICATIONS

### Education

#### MBA – Business Administration

Symbiosis International University | 2025–2027

#### BCA – Bachelor of Computer Applications

JIMS, IP University | 2022–2025

### Key Certifications

Google Project Management Certificate

In Progress

Foundations of Project Management – Google

Jan 2026

Six Sigma & Process Improvement – Coursera

Dec 2025

Data for Business Analysts (Excel) – Microsoft

Dec 2025

Statistics & Data Analysis – Macquarie Univ.

Jan 2026