

Ritanshu Sharma

JUNIOR PROJECT MANAGER - Agile Project Management, Risk Management, Data Analysis

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SKILLS

- **Project Management:** Agile methodologies, Waterfall frameworks, WMS adoption, project planning.
- **Programming Languages:** C++, JavaScript, PHP, MEAN stack; developing scalable and technical solutions.
- **Web Development:** HTML5, WordPress, CSS, Bootstrap; designing functional web applications.
- **Database Management:** SQL, MySQL; query optimization, database performance tuning, data validation.
- **IT Compliance:** IT audits, compliance frameworks, WMS utilization, process improvement for adherence.

WORK EXPERIENCE

Executive Assistant **July 2023 – February 2024**
AMJ Campbell *Montreal*

- Furnished strategic administrative support, ensuring confidentiality and efficiency in decision-making by 30%.
- Revamped reporting systems, streamlining communication workflows, boosting operational efficiency by 40%.
- Implemented cloud-based scheduling tools, reducing appointment conflicts by 50% and improving coordination.
- Enhanced document management workflows, achieving 25% faster retrieval rates, improving response time.

Project Manager **March 2023 – February 2024**
AMJ Campbell *Montreal*

- Developed audit response plans, achieving 85% WMS adoption and improving process standardization.
- Arranged IT workshops, boosting employee proficiency by 90% and decreasing compliance-related incidents.
- Optimized workflows, partnering with external auditors to reduce completion time by 20%, ensuring accuracy.
- Facilitated cross-departmental collaborations, reducing project delays by 35%, ensuring alignment in teams.

IT Compliance Specialist **November 2022 – April 2023**
AMJ Campbell *Montreal*

- Introduced compliance tracking systems, increasing regulatory adherence by 50% and operational processes.
- Facilitated audits, identifying critical gaps, providing recommendations to enhance software utilization rates.
- Conducted employee training sessions, improving compliance by 90%, reducing non-adherence incidents.
- Designed real-time monitoring protocols, cutting incident response times by 60%, improving system reliability.

PROJECTS

RAMP Data Management

Role: Project Manager

- Integrated physical warehouse inventory into digital systems, ensuring updates and achieving 100% data accuracy.
- Administered audits and identified process inefficiencies, leading to a 25% reduction in inventory discrepancies.

Moveware PO Integration

Role: Project Manager

- Transitioned manual purchase orders to digital systems, increasing company productivity and progress by 35%.
- Trained 100+ employees on software adoption processes, achieving 90% utilization within three months.

Walk for Life

Role: Coordinator

- Devised a cancer awareness roadshow involving 10,000+ participants, increasing community engagement.
- Collaborated with organizations to ensure event success, receiving 98% positive feedback from participants.

EDUCATION

Post Graduate Diploma in Computer Science

February 2021 – May 2025

ISI, Montréal

Bachelor of Computer Science Engineering

July 2014 – April 2018

Mangalam School of Technology and Management, India

CERTIFICATIONS

- **Project Management , Scrum Fundamentals Certified, Project Management Professional**

ADDITIONAL ACHIVEMENTS

- **Diana Book of Record:** Managed campaigns for HIV/AIDS awareness.
- **Guinness Book of Records:** Executed a 19,000+ km cycling event for polio awareness.
- **Limca and Asia Book of Records:** Executed nationwide road trips to empower local businesses.
- **Green Earth Patron Award:** Conducted blood donation drives throughout India.