

Sujeet Kumar

MBA Student | Project Coordinator | Pharmaceutical Sciences Background

Lucknow, Uttar Pradesh, India • (+91) 78006 01215 • sujeetkumarup64@gmail.com • linkedin.com/in/sujeetkumar

PROFESSIONAL SUMMARY

Results-driven MBA student with a **Bachelor of Pharmacy** and **3+ years of freelance project coordination** experience across the entertainment-tech and creator-economy sectors. Skilled at bridging communication gaps between business stakeholders and engineering teams, managing cross-functional delivery pipelines, and driving measurable quality outcomes. Demonstrated ability to **reduce miscommunication delays by 30%**, deliver multi-disciplinary product launches on schedule, and sustain long-term client relationships. Seeking a **Business Operations or Project Management** leadership role where strategic thinking, stakeholder management, and analytical skills can drive organisational growth.

PROFESSIONAL EXPERIENCE

Self-Employed (Remote) · Freelance Project Coordinator

Jan 2023 – Present

- Owned end-to-end delivery of **2 full-cycle product builds**, coordinating cross-functional teams of designers, developers, and QA engineers across simultaneous workstreams.
- Acted as primary client-to-engineering liaison; translated business requirements into actionable development briefs, **reducing miscommunication-related delays by 30%**.
- Built and maintained project timelines, milestone trackers, and KPI dashboards in **Google Sheets and MS Excel**, increasing stakeholder visibility and enabling data-driven sprint planning.
- Established structured status-reporting and risk-escalation cadences, resulting in **zero missed contractual deadlines** across all active client engagements.
- Mentored junior coordinators on agile planning, client communication protocols, and QA checkpoint design.

Medical Store, Indore · Pharmacist Trainee

Jan 2024 – May 2024

- Supported full pharmacy operations—inventory control, billing, and prescription handling—in a **high-footfall** retail outlet processing **150+ transactions daily**.
- Counselled **20+ patients daily** on dosage regimens, adverse effects, and drug-drug interactions, strengthening patient-facing communication skills.
- Redesigned the stock reorder workflow, **reducing out-of-stock incidents** and contributing to improved customer satisfaction metrics.
- Maintained full compliance with dispensing regulations and standard operating procedures under supervising pharmacist oversight.

KEY PROJECTS

Halobox.tv — On-Demand Entertainment Streaming Platform

- Coordinated **full-cycle product development** of a video-on-demand platform, aligning engineering sprints with product milestones and client expectations from inception to launch.
- Supervised **3 rounds of UX testing**; consolidated and communicated prioritised feedback to the development team, improving platform performance benchmarks and user-retention metrics.
- Tracked deliverables across **4 cross-functional sub-teams** via a centralised dashboard, ensuring on-time launch within agreed scope and budget.

Brevio — B2B Creator Networking Platform

- Led **end-to-end planning, design review cycles, and phased feature rollout** for a creator-economy networking product connecting brands with content creators.
- Managed the stakeholder communication pipeline—captured requirements, resolved conflicts, and ensured sprint priorities remained aligned with business objectives.
- Delivered **all feature batches on schedule**, maintaining quality standards through structured QA checkpoints and acceptance criteria defined in collaboration with the product owner.

EDUCATION

Master of Business Administration (MBA) Babu Banarasi Das University, Lucknow	2025 – Present
Bachelor of Pharmacy (B.Pharm) Dr. A.P.J. Abdul Kalam University, Indore CGPA: 6.8 / 10	2021 – 2025
Higher Secondary — Class XII (PCB) M.V.M. Public School, Uttar Pradesh 65%	2019 – 2020
Secondary — Class X M.V.M. Public School, Uttar Pradesh 54%	2017 – 2018

CORE COMPETENCIES

Project Management: Agile Planning • Sprint Coordination • Milestone Tracking • Risk Mitigation • Deadline Management • QA Oversight
Business & Leadership: Stakeholder Management • Cross-functional Team Leadership • Strategic Thinking • Decision-Making • Negotiation • Client Relations
Tools & Technology: MS Excel (Advanced) • PowerPoint • Word • Google Workspace • Canva • Project Tracking Dashboards
Pharmaceutical: Drug Dispensing • Inventory Management • Prescription Review • Patient Counselling • Regulatory Compliance

EXTRACURRICULAR ACTIVITIES

- Organised and led **college management fests and cultural events**, coordinating end-to-end logistics for **200 + attendees** including venue, scheduling, and volunteer management.
- Volunteered at **university-level events**, handling operational planning, resource allocation, and on-ground coordination.
- Mentored fellow students on **freelancing fundamentals and project coordination best practices**, building a peer knowledge-sharing culture.
- Participated in **health awareness campaigns and blood donation drives**, reflecting commitment to community well-being.

ADDITIONAL INFORMATION

Languages: English (Professional), Hindi (Native)	•	Availability: Immediate	•	Work Mode: Remote / Hybrid / On-site
--	---	--------------------------------	---	---