

# NIHARIKA BADHWAR

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## PROFILE

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PROGRAM & PORTFOLIO CO-ORDINATOR | PROJECT CO-ORDINATOR | BUSINESS ANALYST | PRODUCT MANAGEMET | OPERATIONS ANALYST

## PROFESSIONAL EXPERIENCE

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Program and Portfolio Coordinator (PMO)

Sep 2023 – Nov 2024

*Kellanova, Mumbai, India*

- Aided project manager with end-to-end project management activities by ensuring the successful execution of projects worth over \$5M from inception to completion, providing timely and within-budget delivery
- Developed and implemented project management deliverables, such as project charter, project plan/schedule, project gate governance, and portfolio management toolkit
- Mitigated 20+ risks and issues escalations, crafted portfolios, fostered financial planning details of capital spend management for the current year and capital planning forecast for the subsequent year for AMEA IT
- Advancing the network by relationship management, KAR creation/ Amendments in IPS Unifier for all capital projects for AMEA, Communication and influencing, Mapping the stakeholders, preparing capital spend forecasts, and reducing budget discrepancies by 15%
- Using the network effectively to advance the goals, fully supported teamwork to create value, Proficient business acumen in original awareness and outcome orientation, Facilitated the resource management for Regional and Global Resource Alignment the optimized financial planning details for AMEA IT
- Acted as a primary liaison for all Project Stakeholders, Executive Board, Project Managers, Architects, Clients, and Developers, enhancing stakeholder engagement by 25%
- Collaborated in fast-track reporting in Planview. Aggregated and disseminated the project status report while ensuring the project alignment with goals
- Engaged fully with the PMO team and line managers as a keen learner in developing, and implementing strategies plans, and roadmaps that lead to improved business performance, change management
- Delivered essential administrative support, including directing and monitoring requirements to keep the project on course
- Facilitated resource management for Regional and Global Resource Alignment, ensuring optimal team utilization
- Mastered SDLC phases and Project Management Methodologies: Agile, Waterfall, Hybrid, and Scrum
- Utilized tools: Planview, IPS, Jira, Asana, Trello, Click Up, Wrike, and Azure, resulting in a 30% increase in project efficiency
- Streamlined the task by embracing the power to be true to myself, create a legacy, and do good with a keen analytical mindset wherein adeptly adapts to changing requirements and meets goals

Project Coordinator

Feb 2022 - Aug 2023

*HybrisWorld Professional Solutions (GoWide), Jaipur, India*

- Created detailed product roadmaps, schedules, and scope for 10+ projects, ensuring alignment with stakeholder expectations
- Administered all Scrum ceremonies: Sprint Planning, Daily Stand-ups, Sprint Retrospectives, and Sprint Demos, improving team productivity by 20%
- Amplified by improvising the organization's impediments in terms of documentation, adding structural allocations, risk management, taking interviews, training sessions, long-term vision, idea generation, etc
- Defined and managed software release plans, performed UAT testing, ensuring deliverables met performance, security, and stability standards, reducing post-release issues by 30%
- Worked on multiple projects simultaneously and translated business blueprinting, GAP Analysis, As- Is- To- Be Analysis solution proposals, functional specification writing, and documentation
- Owns vision, pricing, licensing, ROI and Program Backlog
- Headed meetings with Stakeholders to make communication easy and transparent regarding project issues and service decisions while grasping the requisite. Collaborate with Business Stakeholders and be accountable for the benefit that would be provided due to product features
- Partnered with UI/UX designers, enhancing user experience and customer satisfaction by 25%
- Defined software release plan (including the limited performance, security, and stability)
- Verified the team always had an adequate amount of prior prepared stories to work on
- Maintained comprehensive project documentation, ensuring clear communication and streamlined processes
- Cherished working in a fast-paced environment and the ability to work in a global cultural environment, with tight deadlines, multisite teams, and different projects simultaneously

## Project Coordinator

Jun 2021 - Oct 2022

*Eligo Creative Services Pvt. Ltd, Shimla, India*

- Specified functional and non-functional solution requirements, enhancing project clarity and reducing misunderstandings by 40%
- Coordinated multiple project aspects in a fast-paced environment, communicating issues and risks to stakeholders.
- Managed project documentation, assigned tasks, controlled schedules, and handled budgets up to INR 5 CR
- Managed Delegated tasks to a team of 15 members to ensure deadlines are met
- Tracked and communicated team velocity and sprint/release progress and monitored towards goal and rolling out new products and features, as well as kept track of bugs
- Executed research on implementing new enhancements, competitors, and market analysis for higher management
- Optimized the best sourcing strategies such as job posting, mass mailing, employee referrals, internal database, and tie-ups with local government projects
- Enforced an IT internship and training program for 50+ graduates, enhancing the company talent pipeline

## Business Analyst and Content Marketer

Nov 2018 - Nov 2020

*Freelancer, Chandigarh, India*

- Governed the successful project roll-outs, defining scope, setting timelines, analyzing requirements, and prioritizing tasks for 15+ clients
- Created marketing copy, and blog posts, and promoted content on social media, increasing traffic and leads by 40%
- Created Effectuated preplanned strategies for the accomplishment of performance milestones, understanding and coordinating for client's needs/ enhancements, customizing the same accordingly, and consulting with the team
- Knowledge with the Digital Publishing and generating traffic and new leads for business.

## Business Communication Associate

May 2018 - Nov 2018

*PatentsKart, Panchkula, India*

- Led client conversations for Asia Pacific clients, providing patent support services, resulting in a 30% increase in client satisfaction
- Conducted comprehensive patent searches and IP portfolio research, contributing to successful client projects
- Command in performing basic and advanced patent searches such as prior art, invalidations, infringement analysis, freedom to operate search, patent overlap, patentability, landscape etc
- Highly skilled in IP Portfolio research, cross-border tech transactions, licensing agreements, and invalidity. Advising on Indian Public takeover law from a merger & acquisition point of view
- Conducted comprehensive search of unexpired patents, prior art searches, Expertise in conducting Freedom to Operate (FTO), Right to Use Patent Clearance searches for India and worldwide/ Global Patent Market under the guidance of seniors headed in providing opinions on inventions in a territorial jurisdiction, preparing patent due- diligence reports, determining the patent barriers to the invention/product/technology that are relevant for commercialization of product or technologies.

## EDUCATION

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Chandigarh University, Punjab, India

**Master's in Business Administration in Collaboration with IBM** | *Chandigarh University, Punjab, India*

- Specialization in Business Analytics and Finance, Learning in Big Data Technologies, Descriptive Analytics, Predictive Analytics, Strategic Management, and Statistical Analysis for Business Decisions

**Bachelor's in Business Administration** | *St. Bede's College, Shimla, India*

## SKILLS

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- **Project Management Tools:** Planview | Oracle Primavera Unifier
- **Design & Prototyping:** Balsamiq Wireframes | Draw.io
- **Data Analysis & Visualization:** Microsoft Excel | Tableau | Cognos Insight | Cognos BI
- **Project Management:** Program | Project | & Product Management | Agile/Waterfall/Hybrid Methodologies | Scrum
- **Analytical & Problem-Solving:** Requirement Analysis | Critical Thinking | Business Process Improvement | SDLC
- **Communication:** Excellent written and verbal communication
- **Planning & Budgeting:** Forecasting, Budgeting | Capital Planning
- **Leadership & Teamwork:** Team Building | Leadership | Resource Management
- **Operational Excellence:** Quality Assurance/Testing | Escalation Management