

Atharva Mandrekar

PMP®, PMI-ACP®, CAPM®, CSM®, BE

atharvamandrekarwork@gmail.com | [LinkedIn® Profile](#) | +91 77589 92146

EXECUTIVE SUMMARY

Technical Project Manager specializing in **Agile delivery of software, mobile app, and e-commerce projects** across **React Native, WordPress, and Shopify**. **PMP®, PMI-ACP®, CAPM®, and CSM®** certified, with proven strengths in **sprint execution, technical coordination, and cross-functional team leadership**. Experienced in translating **client requirements** into **actionable plans**, managing **global stakeholders**, and **ensuring seamless communication** across **distributed teams**. Skilled in **full-cycle project delivery, process optimization, workflow automation, and driving high-quality releases** in **fast, remote-first** environments.

FUNCTIONAL EXPERTISE

- Agile Project Management
- Communication & Stakeholder Management
- Problem Solving & Analytical Decision-Making
- Backlog & Workflow Prioritization
- Process Optimization & Automation
- Cross-Functional Team Leadership

FUNCTIONAL EXPERTISE DEMONSTRATED

KAPX

December 2023 - Present

KAPX Group (with subsidiary [Gloo](#)) is a **Singapore-based venture studio** overseeing **multiple digital brands** and supporting **technical and marketing project delivery**. It operates in a **fast-paced, multi-team** environment with a focus on **structured execution and cross-functional coordination**. [Gloo's recognition as Local Hero Agency of the Year](#) reflects the group's strong **delivery standards and regional credibility**.

Project & Operations Manager (Full-Time, Remote)

March 2024 - Present

Project & Operations Consultant (Contract, Remote)

December 2023 - Feb 2024

- **Agile Project Delivery:** Leads Agile execution across multiple technical and digital projects, managing sprint planning, prioritization, backlog refinement, and structured delivery workflows through ClickUp and automation tools to ensure predictable, high-quality output across 5-10+ active projects.
- **Technical Platform Management:** Coordinates development across **React Native, Shopify, and WordPress** ecosystems, translating requirements into clear technical tasks, guiding developers and designers, and ensuring smooth, on-time release cycles across distributed teams.
- **Client Communication & Relationship Management:** Acts as the primary liaison for global clients—collecting requirements, translating briefs into actionable task plans, reviewing outputs, and maintaining clear, consistent communication to drive trust and alignment.
- **Cross-Functional Team Coordination:** Aligns technical, design, and operations teams by setting clear priorities, resolving blockers, and ensuring seamless collaboration throughout the project lifecycle.
- **Project Planning, Operational Optimization & Contractor Management:** Manages end-to-end project planning, resource allocation, workflow optimization, and oversees procurement and contract management for external team members, ensuring the right talent is secured and deployed.

[Big Internet Seller Services Inc](#) (Formerly FabOnGo LLC)

July 2022 - February 2023

*Big Internet Seller Services, a **Hybrid Amazon** agency, provides **global services** and handles **~\$10M+ in monthly revenue** for clients like [Amazon](#), [Gucci](#), [AHB](#), [ABP](#) & more, empowers **business owners** as **strategic partners**.*

Project Manager (Remote)

- **Agile Delivery & Workflow Efficiency:** Implemented Kanban delivery practices, improving workflow efficiency by ~30% while coordinating project timelines, budgets, and execution across US/UK stakeholders using Asana and Monday.com.
- **Client & Team Coordination:** Managed 3-5 concurrent projects monthly, facilitating stakeholder communication, resolving blockers, and ensuring on-time delivery of e-commerce and digital initiatives across remote teams.

[Project Management Contractor and Consultant](#) (Upwork)

(Top Rated | 100% Job Success | 100% Client Recommendation) (October 2023 - Jan 2024)

Delivered multiple client engagements focused on ClickUp restructuring, automation, task workflows, and project planning - consistently earning **5.0/5.0 ratings** and maintaining **100% Job Success** for quality execution.

OTHER EXPERIENCES

Project Management Intern (Remote) - [Rolla Services](#), [HC Roots](#), [SIMMI Foundation](#) (Dec 2021 - June 2022)

Technical Project Management Intern (Remote) - [SIMMI Foundation](#) (Feb 2023 - Aug 2023)

Toastmasters International: Mapusa Toastmasters Club: Treasurer 2024-25, **VP Membership** 2025-Present

RELEVANT PROJECTS

Leading an [Engineering Project](#): Built a rental bike management system as part of a 5-member engineering team, contributing electronics design and coding work for system development.

EDUCATION

Bachelor of Engineering (Electronics & TC Engineering). [Goa Engineering College](#) (Ponda, Goa)

Project Management Professional(PMP®). [Project Management Institute](#)

PMI Agile Certified Practitioner(PMI-ACP®). [Project Management Institute](#)

Certified Associate in Project Management(CAPM®). [Project Management Institute](#)

Certified Scrum Master(CSM®). [Scrum Alliance. Inc.](#)

[Google Project Management Certificate](#) - [Coursera](#) (Oct 2022)

OTHER RELEVANT INFORMATION

Languages: English (Fluent), Hindi (Competent), Konkani (Native Fluency)

Technical Skills: ClickUp, Jira, GitHub, Asana, Trello, [Generative AI](#), MS Office, Excel, Word, Notion, Google Workspace. Working knowledge of C++, Java, Python, Flutter, React, Django, HTML, JavaScript, SQL.

Project & Agile Skills: Agile Delivery, Scrum Framework, Kanban Workflow, Sprint Planning, Backlog Management, User Stories, Technical Requirements Gathering, QA/UAT Coordination, SDLC, Release Management, Risk & Issue Management, Project Reporting & Metrics Tracking, Cross-Functional Collaboration, Workflow Automation.