

Harvir Singh

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SUMMARY

PMP Certified Project & Product Manager with **6+** years of experience delivering product initiatives and managing complex workstreams. Expert in bridging business goals with technical execution using Jira, SQL, and Python. Proven track record of independently managing projects from initiation through launch, conducting data analysis to inform decision-making, and optimizing workflows to reduce manual effort.

CORE COMPETENCIES

- **Project Management:** Waterfall & Agile (Scrum), Risk & Issue Management, OKR & KPI Tracking.
- **Product Delivery:** User Stories, UAT Coordination, A/B Testing, Continuous Delivery, Feature Prioritization.
- **Technical Skills:** Jira (Admin), Jira Product Discovery, SQL, Python, Power BI, Excel.

EXPERIENCE

Arisoft Global, Canada

Project Manager – Product Operations

Feb 2023 – May 2025

- Independently managed multiple product-related projects and workstreams, achieving **100 %** on-time delivery and within scope with limited oversight.
- Led the creation and maintenance of project artifacts, utilizing Confluence, Jira, and Jira Product Discovery to link ideas to epics and stories, providing real-time execution visibility across **45+** active epics.
- Collaborated with cross-functional teams to gather requirements and document detailed user stories, directly informing product enhancements and technical solutions.
- Coordinated User Acceptance Testing (UAT) and post-launch activities, acting as the primary liaison between business stakeholders and technical developers to resolve bugs and ensure quality.
- Conducted data analysis using SQL and Power BI to evaluate product outcomes and present actionable insights to senior leadership.
- Identified process bottlenecks in product risk reporting, implementing automated Jira dashboards that reduced manual work by **30%**.

Embibe – Reliance Jio Platforms, India

Project Manager – Product & Growth Initiatives

Jun 2020 – Oct 2022

- Led roadmap execution across cross-functional teams, coordinating delivery of **37K+** videos and **350+** virtual labs in 11 languages for a **120M+** user platform.
- Analyzed business processes and customer needs to support the rollout of multilingual content and virtual lab simulations, resulting in a **25%** increase in user engagement.
- Facilitated roadmap planning sessions, using performance & engagement data to align growth priorities with engineering capacity.
- Identified and tracked project risks, using historical velocity data to reduce engineering over-allocation by **20%**.
- Prepared and delivered clear, data-driven project updates and presentations to leadership, highlighting risks, issues, and mitigation strategies.

Embibe – Reliance Jio Platforms, India

Associate Project Manager

Feb 2019 – May 2020

- Supported the project lifecycle by organizing documentation, scheduling working groups, and tracking deliverables against the project plan.
- Assisted in defining project scope and objectives, involving all stakeholders and ensuring technical feasibility.
- Contributed to standardization of delivery processes to improve consistency and execution reliability.

EDUCATION & CERTIFICATIONS

- Bachelor of Commerce (Finance) - Gauhati University, India
- Master of Commerce - IGNOU, India
- Project Management Professional (PMP) - Project Management Institute (PMI)
- PMI-Agile Certified Practitioner - Project Management Institute (PMI)
- Software Product Management Specialization - Coursera