

Akash srivastav

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WORK EXPERIENCE

Project Coordinator – Elation Softnet Pvt. Ltd.
(Jan 2025 – Present)

- Coordinated with team members to track project progress
 - Helped in planning tasks and timelines
 - Maintained project reports and updates
 - Supported senior team in daily project activities
 - Communicated with designers and developers for task completion
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EDUCATIONAL BACKGROUND

B.Tech in Computer Science Engineering

– AKTU, Lucknow (2022 – 2025)

Polytechnic

– BTEUP, Lucknow (2019 – 2022)

Senior Secondary

– M.G.I.C., Gorakhpur (2017)

Higher Secondary

– M.G.I.C., Gorakhpur (2015)

PROJECT MANAGEMENT TOOLS:

- Jira
- Trello
- Asana
- Zoho (Basic)
- Salesforce (Basic)

PROFESSIONAL SUMMARY

Motivated and organized professional seeking a Project Coordinator position where I can support project planning, team coordination, documentation, and timely delivery of tasks while contributing to company growth.

SKILLS & PROFICIENCIES

- Project planning and task coordination
 - Team communication and follow-ups
 - Preparing reports and documentation
 - Time management and scheduling
 - MS Excel, MS Word, PowerPoint
 - project tracking
 - Problem-solving skills
 - Organizing meetings and discussions
 - Attention to detail
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ADDITIONAL STRENGTHS

- Good communication skills
- Quick learner
- Team player
- Responsible and punctual