

# ANKIT KUMAR

## PROJECT MANAGEMENT

Ambitious and BCA graduate with a project management background gained through the Google Coursera course, seeking an entry-level position that allows me to utilize my. Project management skills, and strong analytical abilities to contribute to the successful initiation, planning, execution, and monitoring of projects. Committed to delivering high-quality results within allocated timelines. Seeking a dynamic and growth-oriented organization where I can contribute to the achievement of organizational goals while further developing my skills in project management.

### WORK EXPERIENCE

#### FRESHER

Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.

Carried out day to -day duties accurately and efficiently.

Demonstrated respect, friendliness and willingness to help wherever needed

Used critical thinking to break down problems, evaluate solutions and make decisions

### EDUCATION HISTORY

CT University- Ludhiana | Bachelor of Computer Application  
present

Coursera - Google | Project Management  
06,2022 - 09,2022

spring bells sen sec school |  
11 -12 (arts) 03,2018 - 06-2020

### ADDITIONAL HISTORY

Capstone Project  
Project name: project plan Operation & Traingplan.  
where I carried out these actions

- (i) Project charter
- (ii) Statement of work
- (iii) Risk management plan
- (iv) Schedule
- (v) Budget
- (vi) communication plan
- (vii) RACI Chart

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### RELEVANT SKILLS

Time Estimation  
Creative and Innovative Thinking  
Collaborative  
Continues improvement mindset  
Good listener & observer  
Strategic Thinking  
Project Planning  
Risk management  
Quick learner

### CERTIFICATE

Google Project Management Training -26,june,2022 - 09,sep,2022  
(i)Foundations of Project Management  
(ii)Project Initiation: Starting a Successful Project  
(iii) Project Planning: Putting It All Together  
(iv) Project Execution: Running the Project  
(v) Agile Project Management  
(vi) Capstone: Applying Project management in the Real World

