



Krishna Kumari Chandel

PROJECT COORDINATOR

Details

Noida

India

+91 8445614310

krishnachandel111@gmail.com

Links

[Linkedin](#)

Skills

Project Management

Trello

JIRA

Communication Skills

Agile Methodologies

Communication and
Collaboration Tools

Microsoft Office Suite

Team Collaboration

Languages

English

Hindi

Hobbies

Netsurfing, Reading Books,
Watching Movies, Travelling

Profile

Experienced and results-driven Project Coordinator with three years six month of proven success in managing and coordinating multiple projects from initiation to completion. Seeking a challenging position as a Project Coordinator, leveraging my extensive project management knowledge and expertise. Skilled in utilizing project management software and tools to streamline processes and enhance project efficiency.

Employment History

Project Coordinator, Apporio Infolabs, Noida

DECEMBER 2020 – PRESENT

- Worked on multiple projects including Android and iOS applications.
- Track and report on project progress for new product features and enhancements across teams.
- Developed and maintained project plans, schedules, and task lists to ensure timely completion of projects
- Worked collaboratively with others as part of a project team working to improve the sharing of department and project related information throughout the company
- Provided technical support, training and demo of software panel to all clients.
- Hold initial meetings with potential clients to define their needs and recommend custom service solutions
- Manual testing of both Android and IOS Applications.
- Uploaded several Android apps on play store.
- Coordinated with Indian and international client.
- Assigned tasks to internal teams and managed schedules.
- Completed 95 percent of projects on time.
- Worked on Customized mobile applications.
- Worked on AWS

Technical Project Coordinator, Vizexperts, Gurgaon

DECEMBER 2019 – DECEMBER 2020

- INCOIS- Coordinated in our company project with Indian National Center of Ocean Information Services.
- ADA- Worked on the project of our company with Aeronautical Development Agency.
- Coordinated with inter-nation client and share update report monthly.

Education

Electrical& Electronics Engineering, Aligarh College Of Engineering and Technology, Aligarh

AUGUST 2015 – AUGUST 2019

Technical Skills

- **Project Management Software:** Proficient in using project management software such as Microsoft Project, JIRA, Trello, or Asana to create project plans, track progress, manage tasks, and collaborate with team members.
- **Microsoft Office Suite:** Strong proficiency in Microsoft Excel, Word, PowerPoint, and Outlook for creating project reports, presentations, managing project documentation, and communicating with stakeholders.

- **Agile Methodologies:** Familiarity with Agile project management principles and practices, including Scrum and Kanban, to effectively manage iterative development cycles, prioritize tasks, and facilitate efficient team collaboration.
- **Risk Management:** Understanding of risk management concepts and techniques to identify, assess, and mitigate potential project risks and develop contingency plans.
- **Quality Assurance:** Knowledge of quality assurance processes and tools to ensure project deliverables meet the required standards and specifications.
- **Technical Documentation:** Ability to create and maintain technical documentation, including project requirements, specifications, user manuals, and test plans.
- **Communication and Collaboration Tools:** Proficiency in using communication and collaboration tools such as Slack, Microsoft Teams, or Zoom to facilitate effective communication, coordination, and collaboration among team members, stakeholders, and clients.
- **Data Analysis:** Basic understanding of data analysis techniques and tools to extract insights, track project performance metrics, and make data-driven decisions.
- **Change Management:** Familiarity with change management principles and methodologies to effectively manage and communicate project changes, handle resistance, and ensure smooth transitions.
- **IT Infrastructure:** Basic knowledge of IT infrastructure components, including networks, servers, databases, and security, to understand technical requirements and facilitate coordination with IT teams.

Personal Qualities

- Strong Organizational Skills Communication and Interpersonal Skills
- Energetic, Enthusiastic and Flexible
- Committed with ability to work in groups and under pressure
- Excellent organizational skills and ability to succeed in a rapidly changing environment
- Accountable
- Written and verbal communication
- Ability to manage multiple tasks simultaneously
- Ability to prioritize and meet deadlines
- Adaptable and Quick learner
- Effective Communication and team coordination