

DEEKSHA PAL

Assistant Project Manager

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PROFESSIONAL SUMMARY

A detail-oriented and organized Project Coordinator with over 2 years of experience in managing and coordinating projects. Skilled in team management, scheduling, budgeting, and communication. Proven ability to handle multiple projects simultaneously and meet deadlines.

PROFESSIONAL EXPERIENCE

Wingman Partners

Project Coordinator & Business Development Associate | 21 June, 2021 - 31st March 2023

- As a Project Coordinator working on the Security Project. As a Business Development Associate works on lead generation, email marketing, and marketing campaign. Established and maintained excellent relationships with the company's strategic partners internally and externally. Do Research on the Trending topics and competitors for the company. Regularly prepared reports and presented them to management teams.

Youth Foundation

Sales Representative (Internship) | September 2020 - December 2020

- Cold Callings and Sell the U.P. Board Courses to Schools.

Outlook Magazine

Sales Representative (Internship) | May 2020 - July 2020

- Working with and under the supervision of the Sales Director, initiated and iteratively developed effective campaigns—cold Callings and Selling the Magazines.

EDUCATION

2019 - 2021 | **Dr. Gaur Hari Singhania Institute of Management and Research**

Post Graduate Diploma in Management - Marketing & International Business

2016 - 2018 | **Shubhash Degree College**

Bachelor of Science - Math & Chemistry

CERTIFICATION

1. Google Digital Marketing
2. SEO + WordPress from Udemy
3. Advance Excel



PROJECT DETAILS

Project One

Technologies - UI and UX, React Native, NodeJs

Team Size - 4

Role - Assistant Project Coordinator

Description - This application provides a platform for easy access to users' documents from the cloud, ensuring that they are never lost or misplaced.

- Implemented a categorization system for Product Invoices based on their respective categories, making it easy for users to find the information they need quickly.
- Programmed alert notifications to be sent to users during their warranty period, based on their preferences, to ensure that they are aware of any potential issues and can take appropriate action if necessary.

Project Two -

Technologies - UI and UX, NodeJs, Python, AWS Cloud watch

Team Size - 10

Role - Assistant Project Coordinator

Description - A social platform facilitating employment connection and community engagement for accelerating 'Work-Life Happiness'. It is a simple & social digital platform blended with a supportive physical ecosystem for facilitating employment connections to jobseekers preferably for blue-collar & entry-level workforce.

- Developed a user-friendly interface that makes it easy for job seekers to search and apply for jobs, and for employers to post job openings and review candidate resumes.
- Created a robust backend system that allows for efficient job matching and candidate tracking.
- Implemented advanced search features that enable job seekers to find relevant job listings quickly and easily.
- Integrated tools for resume building and cover letter creation to help job seekers stand out from the crowd.

Project Three -

Technologies - UI and UX, AWS Terraform,

Team Size - 18

Role - Assistant Project Coordinator

Description - A global technology company that provides the world's most valuable brands with innovative merchandising, security, and IoT solutions. By integrating their hardware and software solutions they seamlessly protect and promote their customers' most valuable assets, leading to improved operations and an enhanced user experience.

- Requirement capturing to plan and automate the deployment and rollback strategy
- Development of Lenel Integration with existing Products and Certification.



TOOLS KNOWLEDGE

Project Coordinator

1. Jira
2. Git
3. Trello
4. Confluence
5. Mind Mapping
6. Draw.io
7. Gantt Chart
8. Slack
9. CPM Pert Chart

Marketing

1. Snov.io & Get Prospect.io (lead Generation tool)
2. Google Ads (advertising tool)
3. Google Search Console, Ahrefs (SEO)
4. Google Analytics (web analytics tool)
5. Active Campaign, Convertkit (email marketing tool)
6. HubSpot

Soft Skills

1. MS Office (Advance Excel, Word, Powerpoint)
2. RPA
3. Canva

OTHERS

Hobbies and Interest

1. Coloring Enthusiast
2. Interior Decorator
3. Graphic Design
4. Event Planning

Language

1. Hindi
2. English - Intermediate
3. Korean - Beginner
4. French - Beginner

