

KRISHNA KUMARI CHANDEL

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Noida, UP

CAREER OBJECTIVE

Results-driven and experienced 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.

Total Experience- 3 Year 6 Months

Apporio Infolab Projects- (2020- Till Now)

- Worked on multiple projects including Android and Ios applications. Completed more than 300 mobile applications within 2 years
- Provide training and Demo of software panel to all International clients
- Manual testing of both Android and IOS Applications.
- Uploaded more than 200 applications on play store.
- Coordinated with international client.
- Worked on Customized mobile applications.
- Upload Apps on Playstore
- Worked on AWS

Vizexperts Projects (2019-2020)

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

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
- Accountable
- Adaptable and Quick learner
- Effective Communication and team coordination
- Quick Learner

PERSONAL PROFILE

- **Name:** Krishna Kumari Chandel
- **Date of Birth:** 27 September, 1997
- **Known Language:** Hindi, English
- **Qualification:** B.Tech (Electrical & Electronics Engineering)
- **Hobbies:** Net surfing, Reading books, Watching Movies, Travelling
- **Address:** H-83 Phase 2, Shankar Vihar Colony Ramghat Road, Aligarh
- **Residential Address** B-166, Sector 71 Noida