



LUCKY TREHAN

Project coordinator (entry level)



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Noida, India 201308

EDUCATION

Diploma, Project Management
Fleming College, Canada
May 2024

Bachelor of Computer
Applications, Computer
Application
Khalsa College, Punjab, India
April 2015

High School Diploma
**SBSM Govt Secondary School
(Boys)**, Mahilpur, India
January 2012

SUMMARY

Motivated Project Management graduate with international academic exposure from Canada and hands-on experience in team coordination, documentation, and process improvement. Skilled in project planning, scheduling, risk identification, and stakeholder communication. Strong ability to manage tasks, support cross-functional teams, and ensure timely project execution. Proficient in MS Project, Excel, and Jira with a solid understanding of project lifecycle, WBS, and quality management. Seeking an entry-level Project Coordinator role to apply project management knowledge and contribute to successful project delivery

SKILLS

- **Project Planning & Scheduling**
- **Risk Management**
- **Task Tracking & Monitoring**
- **MS Excel (Reporting & Analysis)**
- **Problem Solving**
- **Project Documentation**
- **Stakeholder Communication**
- **Cross-Functional Team Coordination**
- **Jira / MS Project**
- **Time Management**

WORK HISTORY

May 2024 - September 2025

Sobeys - Cashier/Supervisor, Canada, Niagara Falls

- Led and coordinated daily front-end operations in a fast-paced environment.
- Managed shift scheduling, task delegation, and team support.
- Maintained records, cash reports, and compliance documentation.
- Handled escalations and ensured smooth workflow

December 2016 - August 2023

Air India Express - Senior Cabin Crew Member, Chennai, India

- Managed and coordinated operations for 150+ passengers per flight.
- Ensured compliance with safety procedures—similar to project risk management.
- Completed reports, checklists, and documentation with accuracy.
- Resolved customer issues and coordinated with cross-functional teams.

October 2015 - July 2016

Sutlej Hospital - Front Desk, Punjab

- Managed scheduling, documentation, and front-office operations.
- Handled confidential records and patient coordination.

- Strengthened communication and administrative skills.

CERTIFICATE

DGCA/CAA Cabin Crew Training Certificate

Safety and Emergency Procedures (SEP) Certificate

Aviation First Aid Certificate

CAPAM

AVAILABILITY

Full Time