

Abhishek Singh

Project Coordinator

Experience: 5 Years 10 Months

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I am a professional Project Coordinator with nearly 6 years of experience, around 4 years as a project coordinator, and 2 years as a business development executive. My expertise encompasses the entire project life-cycle, from analyzing client requirements to delivering successful projects while maintaining strong client relationships. I excel in managing resources, tracking performance, and ensuring effective communication.

Business Development

Project Analysis

Project Monitoring

Project Coordination

IT Team Management

Project Documentation

Project Delivery

Team Management

Client Management

Project Management

Key Client Management

Project Handling

Testing

Quality Control

Asana

Trello

Mondaycom

Slack

Skype

Spreadsheets

Excel

Budget Forecasting

Busin

CERTIFICATION

- GENERATIVE AI OVERVIEW FOR PROJECT MANAGEMENT

WORK EXPERIENCE

Project Coordinator-STARK EDGE

Jul 2021 - Present

- Utilized a wide range of project management and client communication tools including Trello, Slack, Asana, Skype, Monday.com, ClickUp, Discord, Microsoft Office, Email, and WhatsApp to ensure streamlined project execution and collaboration.
- Successfully managed web and app development projects, including SEO-focused initiatives, across various industries.
- Actively involved in project planning, requirement gathering, milestone setting, and progress tracking using agile methodologies.
- Led client communication efforts, building and nurturing strong relationships through regular updates, calls, and real-time issue resolution.
- Provided timely technical solutions, daily progress reports, and ensured clear documentation for all stakeholders.
- Oversaw task breakdown, module creation, deadline setting, and team task allocation, ensuring efficient end-to-end coordination with developers.
- Conducted daily check-ins with team leads to identify bottlenecks and ensure smooth progress across all development phases.
- Collaborated closely with the sales and operations teams to optimize resource allocation for ongoing and upcoming projects.
- Led the design lifecycle by creating mockups and UI/UX flows in Figma for both web and mobile applications.
- Hands-on experience with multiple CMS platforms including Shopify, Squarespace, WordPress, and Webflow, along with backend technologies like React, Node.js, PHP, and API integrations.

Business Development Executive-Ariel Software Solutions

May 2020 - May 2021

- Responsible for lead generation through strategic outreach and digital platforms, converting prospects into qualified opportunities.
- Conducted client conversations and follow-ups to understand requirements, pitch services, and build long-term partnerships.

- Collaborated with internal teams to ensure smooth communication and coordination across sales, delivery, and support functions.
- Managed end-to-end client handling, from initial contact to post-sales support, ensuring high client satisfaction and retention.
- Performed basic quality assurance (QA) checks to ensure service and deliverables met client expectations.
- Researched and analyzed new and existing markets to uncover business opportunities and improve competitive positioning.

Business Development Executive-In-Time Infotech

Feb 2019 - Apr 2020

- Identified and pursued new business opportunities through lead generation, cold calling, email campaigns, and digital outreach.
- Managed client communication and engagement, building strong relationships and understanding client needs to tailor solutions.
- Conducted market research to identify trends, competitor activities, and potential areas for expansion.
- Collaborated with cross-functional teams (sales, marketing, and technical) to align business strategies.

PROJECTS

E-commerce website and app development (100+ websites)

36 Months

- Led end-to-end project scheduling, planning, and execution across 100+ web and mobile app builds
- Coordinated daily stand-up meetings and tracked progress through PM tools (Asana, Trello, ClickUp)
- Allocated tasks and resources based on skill sets, timelines, and sprint priorities
- Managed client communications, feedback loops, and requirement clarifications
- Conducted QA reviews and handled risk mitigation for delayed or blocker issues
Ensured seamless implementation and on-time delivery of each milestone

Currency convertor shopify plugin

4 Months

- Tech stack: Shopify, PHP, SQL
- Directed project planning and implementation for an interactive web-based tattoo design app
- Worked with cross-functional teams to define UI/UX flows and design structures (Figma)
- Led daily team check-ins, coordinated task progress, and monitored backend integrations
- Handled client updates, walkthroughs, and post-feedback iterations
- Ensured proper resource allocation for design, development, and testing
- Assessed potential risks, addressed design deviations, and delivered on schedule.

The Tattoo App

6 Months

- Defined and documented user stories for key features including tattoo upload, preview, and edit functionality
- Worked in short sprints to release incremental improvements, validating each stage through client demos.
- Managed sprint boards in ClickUp/Asana, tracked story points and maintained clear sprint goals.
- Collaborated with UI/UX and development teams to ensure each sprint met design and technical standards.
- Prioritized feature backlog to focus on high-impact user customization options.

- Tech stack including Shopify Liquid, HTML, CSS, PHP, SQL, etc. to ensure robust functionality and performance.
Website URL: <https://www.temporarytattoos.com/pages/tattoo-page>

Jacques Ilbert

6 Weeks

- Translated client needs into actionable user stories for product personalization features.
- Created sprint roadmaps and aligned sprint tasks with release milestones.
- Led backlog grooming and ensured accurate estimation of tasks for each sprint.
- Held sprint reviews and integrated user feedback into subsequent sprints,

- Delivered the final product through a series of iterative sprint releases, improving UI/UX based on testing.

EDUCATION

MCA | Computers

Chandigarh College of Engineering & Technology, Chandigarh
Grade - 8.1/10

2019

B.Sc | Maths

Himachal Pradesh University (HPU)
Marks - 63%

2015

D..O.B.

10-12-1994