



NEHA SHUKLA

Project Coordinator

(+91) - 8448112224
nehashukla94@gmail.com
linkedin.com/in/neha-shukla-ns2224

JOB OBJECTIVE

Result-oriented professional, targeting assignments as a **Business Analyst and Project Coordinator** with an organization of high repute.

CORE COMPETENCIES

- Business Analysis
- Requirements Gathering
- Business Process Modeling
- Project Coordination
- Documentation
- Agile Methodology
- Risk Analysis
- Quality Assurance
- Learning Management Systems

TECHNICAL SKILLS

- Microsoft Office Suite
- Microsoft Excel
- SQL

SOFT SKILLS

- Communication Skills
- Critical Thinking
- Problem-solving
- Attention to Detail
- Time Management
- Team Collaboration

EDUCATION

- 2021: Bachelors in Education**, Maharshi Dayanand University
- 2017: Masters in Science**, Amity University
- 2015: Bachelors in Science**, University of Delhi

PERSONAL DETAILS

- Date of Birth:** 22nd June 1994
- Languages Known:** English, Hindi
- Address:** New Delhi, India

PROFILE SUMMARY

- Highly Dedicated Professional with **over 3 years** of experience in Project Coordination and content writing across various industries, including Edtech and Healthcare.
- Skilled at maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Expertise in organizing, attending, and participating in stakeholder meetings.
- Proficient in documenting and following up on important actions and decisions from meetings.
- Excellent at evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions.

WORK EXPERIENCE

Project Coordinator, Moonpreneur Inc., Gurugram, Haryana | Jul'22 - Present

Responsibilities:

- Actively monitoring the alignment of 1100+ customers and managing their Learning Management System (LMS) as MIS-support.
- Engaging in the continuous design, planning, implementation, and monitoring of all aspects of ongoing projects.
- Currently providing comprehensive project documentation and reporting services for accurate project tracking.
- Taking the lead in creating timelines to ensure the efficient management and successful execution of projects.

Content Writer, Watchful Eye Healthtech Pvt. Ltd., Okhla, Delhi, Dec'21 – Jun'22

Responsibilities:

- Created and produced content for the website to effectively convey information and engage the audience.
- Led the scheduling and coordination of social media content and ensured a well-planned and consistent calendar.
- Crafted pitches for emails, LinkedIn, and WhatsApp, authored Healthtech blogs, generated Healthcare message alerts, and designed Learning & Development (L&D) training modules.

Student Counsellor, Achiever's Academy, New Delhi | Jan'18 – May;19

Responsibilities:

- Conducted course counseling, assisted with college applications, and administered EWS & Merit Scholarship modules.
- Executed mock tests and conducted research on High Order Thinking Skills (HOTS) questions for enhanced educational evaluation.

INTERNSHIP EXPERIENCE

Content Writer, WebIndiaMaster, Noida, U.P. | Nov'21

Responsibilities:

- Researched, compiled, and presented breaking news stories with accuracy and flair, keeping readers informed and engaged on the latest events.
- Enhanced website content, employing SEO tactics to boost online visibility, attract traffic, and provide an enriched user experience.

CERTIFICATIONS

- Pursuing Executive Programme in Business Analytics & Data Science - SP Jain School of Global Management
- Google Project Management Certification - Coursera
- Digital Marketing Certification - upGrad