



NIRJESH

PROJECT COORDINATOR

CONTACT

- +91-9354797509
- decent.nirjesh@gmail.com
- Sector 116, Noida

EDUCATION

- 2008-2011**
KUMAUN UNIVERSITY, NAINITAL,
UTTRAKHAND
 - Bachelors of Computer Application
- 2006**
OXFORD ACADEMY, RUDRAPUR,
UTTRAKHAND
 - Intermediate with PCM Stream
- 2003**
KENDRIYA VIDYALAYA NO. 2,
BANBASSA, UTTRAKHAND
 - High School with All Subjects

PROFESSIONAL SKILLS

- Data analysis
- Software proficiency
- Teamwork
- Project & Time Management
- Vendor Management
- Leadership
- Office resource management
- Basic IT Support

LANGUAGES

- English
- Hindi

PROFILE

Highly organized and detail-oriented Back Office Executive with extensive experience in administrative, accounts and clerical support. Adept at managing multiple projects, providing excellent customer service and streamlining processes for maximum efficiency.

WORK EXPERIENCE

- La Opulenica Events Pvt Ltd, Noida** AUG, 2024 - PRESENT
Project Coordinator
 - End-to-end project coordination, vendor management, branding & printing oversight, quality control, client coordination, budget management and reporting.
 - Monitor all aspects of the project from start to finish while meeting deadlines.
- Fortune Events & Advertising, Noida** JUL, 2023 - AUG, 2024
Back office coordinator
 - Designed, planned, created, implemented and monitored all aspects of the project.
 - Prepared PI, presentations for customers detailing project scope, progress and results.
 - Maintained project-level risk and issue logs, monitoring, controlling and escalating items to team for resolution.
 - Performed billing, book-keeping and other project management administrative tasks to help keep projects on schedule and within budget.
 - Lead projects from start to finish while meeting deadlines.
- Stayhook Private Ltd, Noida** AUG, 2022 - JUN, 2023
Operations Manager
 - Elevated customer satisfaction ratings by providing speedy resolutions.
 - Provided organisational leadership and established business vision to achieve sales, profit and revenue goals.
 - Analysed customer data to identify opportunities and improve relationships.
- Muthoot Capital Services Ltd, Bareilly** OCT, 2018 - FEB 2021
Back Office Executive
 - Established and maintained back office system for storing new and existing client profiles
- APTARA- Global Content Transformation Pvt. Ltd, Dehradun** MAY, 2013 - AUG, 2018
XML and HTML Programmer (Finalizer)
 - Finalizing the coding of Commercial E-publishing.

TECHNICAL SKILLS

MS office, Advance Excel, Advance software, CRM, ERP, MIS Analyst, E-mail drafting, Social media creations, internet research etc.