

SWASTIK TANWAR

Project Coordinator | Operations & Delivery Management

📍 Delhi, India

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PROFESSIONAL SUMMARY

Project Coordinator with 2.5+ years of experience managing 15+ concurrent project lifecycles, coordinating cross-functional teams of 8-10, handling client communication, risk escalation, and ensuring on-time delivery. Skilled in SOP development, resource planning, and workflow optimization across fast-paced environments.

CORE SKILLS

- Project Planning & Lifecycle Management
- Cross-Functional Team Coordination
- Stakeholder & Client Communication
- Risk Identification & Escalation Handling
- SOP Development & Process Documentation
- Resource Allocation & Capacity Planning
- Timeline, Milestone & Delivery Tracking
- Project Tools: Trello, Asana, Google Workspace

PROFESSIONAL EXPERIENCE

PPC Executive | Project Coordination & Client Operations
- EZ Rankings Pvt Ltd

Mar 2024 – Present

- Managed end-to-end coordination of 15+ concurrent client projects, ensuring on-time delivery within defined scope and timelines.
- Led a cross-functional team of 8-10 (design, dev, content, analytics) – allocating tasks by capacity and tracking daily progress.
- Acted as primary client POC – conducting review meetings, resolving escalations, and maintaining full stakeholder alignment.
- Built and maintained project SOPs and workflow documentation, reducing delivery delays and operational bottlenecks.
- Proactively identified risks and implemented contingency plans; improved coordination efficiency via structured bandwidth planning.

Project Support Coordinator
- Workfolic Enterprises Pvt Ltd

Oct 2023 – Feb 2024

- Coordinated multiple simultaneous projects – managing client requirements, task tracking, and ensuring milestone delivery on schedule.
- Supported cross-functional teams with revision management and delivery coordination; handled client communication documentation.

Project & Operations Trainee
- Online Strikers | Vrankup Pvt Ltd

May 2023 – Oct 2023

- Assisted in tracking deliverables, supporting internal team coordination, and ensuring timely task completion.

EDUCATION

BA (Journalism & Mass Communication) - IP University

Digital Marketing - Delhi Institute of Digital Marketing (DIDM)

LANGUAGES

English | Hindi

TOOLS & PLATFORMS

PM Tools: Trello, Asana, Notion, Monday.com Productivity: Google Workspace, MS Office, Slack

Documentation: SOPs, MOM, Status Reports, Project Trackers