

Rahul Ranjan

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Aspiring management professional with more than 1 year of hands-on experience in managing Operations and projects. Proficient in project planning, execution, and team coordination, dedicated to delivering results and driving success.

EXPERIENCE

Jun 2023-Present

Project Management Office Executive – Tangent Infocom Pvt Ltd.

- Providing training and mentoring to project teams.
- Monitoring project progress and performance metrics, providing regular updates to stakeholders and senior management.
- Evaluate project performance against established KPIs and benchmarks, recommending corrective actions as needed.
- Coordinate project meetings, prepared agendas, and documented meeting minutes to ensure clear communication and alignment among project teams.
- Support project managers in resource allocation, budget tracking, and expense reporting to optimize project efficiency and cost-effectiveness.
- Collaborated with cross-functional teams to facilitate project planning, execution, and closure.
- Collaborated with vendors and external partners to negotiate contracts and ensure compliance with project requirements.
- Facilitate the resolution of conflicts and issues within project teams to maintain project momentum and morale.

INTERNSHIP

Mar 2023-May 2023

Data Science and Business Analytics – The Sparks Foundation

- Perform Exploratory Data Analysis (EDA) on the 'Sample Super Store' dataset to uncover trends, patterns and insights.

Dec 2022-Jan 2023

Data Visualisation : Empowering Business with Effective Insights – TATA (Forage)

- Created and implemented interactive dashboards using tools like (MS Excel, Power BI).
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EDUCATION

2019-2022	INDIRAPURAM INSTITUTE OF HIGHER STUDIES <i>Bachelor of Business Administration</i>	Ghaziabad, UP
2017-2019	SBP VIDYA VIHAR <i>Senior Secondary Examination (12th)</i>	Banka, BIHAR
2017-2019	SARASWATI VIDYA MANDIR <i>Secondary Examination (10th)</i>	Jamalpur, BIHAR

SKILL

- Soft Skills : Communication, Decision Making, Problem Solving, Adaptability
- Technical Skills : MS Excel, Power BI (Power Query & Visualisation)

OTHER

- Language : Hindi, English
- Achievement & Awards : Secured 1st Rank in District (Vedic Math Competition-2014)