

Prashant Mandal

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SUMMARY

Dynamic professional with 3+ years in administration, project, and sales coordination. Proven in managing cross-functional projects, optimizing processes, and driving team collaboration. Proficient in Microsoft Office tools, bilingual with excellent communication skills, and attention to detail. Eager to contribute to your team.

EXPERIENCE

ORBIT TECHSOL INDIA PVT LTD, Project Coordinator

Jul 2024 – Present

- Coordinating end-to-end execution of multiple IT infrastructure projects, including **PowerGrid Teleservices – IT Infrastructure Upgradation, IIT Delhi – System Upgradation, MP Police Data Centre Establishment, Bhopal, and GAIL Pata – Backup & Recovery Solution.**
- Managing project schedules, task tracking, and progress reporting using Microsoft Office tools, ensuring adherence to timelines, quality standards, and contractual milestones.
- Acting as a single point of coordination between customers, OEMs, logistics partners, finance, and Implementation teams to ensure smooth material delivery, installation, and commissioning activities.
- Preparing and circulating Minutes of Meeting (MoM) for customer and internal review meetings, tracking action items, responsibilities, and closure status.
- Supporting billing and payment release processes by aligning PODs, DCs, serial numbers, license details, and contractual compliance documentation.
- Tracking project dependencies such as customer availability, gate pass approvals, material inspections, and short shipments to mitigate schedule risks.
- Planning and coordinating site visits, engineer deployment, and resource allocation to ensure continuity of work during critical project phases.
- Contributing to improved project execution efficiency and strengthening customer relationships through proactive coordination and communication.

INFRAKEYS TECHNOLOGY LLP, Sales Coordinator

Jul 2023 - Jul 2024

- Coordinated daily sales activities, ensuring smooth order processing and timely customer service, boosting customer satisfaction by 40%.
- Managed order processing from start to finish, ensuring accuracy and timely delivery, and updated customer and sales data in the CRM, improving reporting efficiency.
- Collaborated with marketing and logistics teams to ensure product availability, prepared sales reports, and trained new team members to meet sales goals.

SHOOTER GLOBE, Administration Executive

Jan 2021 - Dec 2022

- Managed import processes, improving efficiency by 10%, by streamlining workflows and implementing best practices.
- Oversaw business management activities, enhancing operational effectiveness, by coordinating cross-functional teams and optimizing resource allocation.
- Acquired and maintained client relationships, increasing client retention by 15%, by providing exceptional customer service and proactive communication.

EDUCATION

LINGAYAS VIDYAPEETH, Faridabad, Haryana.

MBA in Marketing and International Business Management • Jul 2021 - 2023

D.A.V. Institute of Management, Faridabad, Haryana.

BBA Industrial Integrated • Jun 2018 – 2021

John F Kennedy Public School (CBSE).

10+2 • Apr 2017 - 2018

CERTIFICATIONS

Agile Project Management

HPE LIFE • Issued 2025

Agile Project Management with Microsoft Project

LinkedIn • Issued 2025

Managing Project Stakeholders

LinkedIn • Issued 2025

National e-Conference on Issues and Challenges in Management in Digital Era

ASANSOL ENGINEERING COLLEGE • Issued 2023

Social Media and Web Analytics

LINGAYAS VIDYAPEETH • Issued 2023

Research Paper on Imports of Air Guns in India

ASANSOL ENGINEERING COLLEGE • Issued 2023

All India University Rank Holder

MAHARASHI DAYANAND UNIVERSITY • Issued 2019

SKILLS

Project Planning & Scheduling • Project Coordination • Risk Management • Resource Management • Project Documentation
• Problem-Solving • Attention to Detail • Customer Coordination & Service • Quality Assurance

HONORS & AWARDS

Chancellor's Choice Award (2023)

LINGAYAS VIDYAPEETH•

National Rank Holder (2022) National

Rifle Association of India•

Silver Medal (2019)

All India Student Games Rifle Shooting•