

SHOBHIT KUMAR

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PROFESSIONAL SUMMARY

Results-focused and proactive in planning day-to-day operations and solving issues. Offers advanced abilities in tackling issues impacting the team and business success. Looking for change in career after doing Professional course in Project Management and obtaining CAPM Certification. Good understanding of Software applications and Web Development Projects. Well versed with agile methodologies and In-depth knowledge of the methods, tools and techniques used in effective control of project management. Presently seeking a job at a place where I can grow and take on new challenges.

EXPERIENCE

Project Coordinator, Intern, 10/2022 - 11/2022
VS Design Worx Pvt. Ltd - New Delhi

- Eliciting client requirements and making sure their needs are being met.
- Provide project updates to stakeholders about strategy, adjustments, and progress.
- Keep records and documentation of client interactions.
- Assign tasks to internal teams and assist with schedule management.
- Act as a point of contact and communicate project status to all participants.

Operations Manager, 06/2021 - 07/2022
Chandhariyavi Constructions Pvt. Ltd - Patna

- Coordinating the order and delivery of materials to job sites.
- Facilitating site planning meetings.
- Tracking company resource usage.
- Keeping track of vendor pricing.

Operations Manager, 02/2019 - 02/2021
Maa Kali Enterprises - Patna

- Identified procedure and process changes required to improve performance and productivity.
- Led improvement initiatives to advance operational efficiencies and increase revenue.
- Increase profit by streamlining the process.
- Evaluated suppliers to maintain cost control and improve operations.

SKILLS

- Microsoft Office Suite
- Project Management
- Stakeholder Management
- Team Coordination
- Leadership
- Problem Solving

EDUCATION

Bachelor of Business Administration, 2018
Mangalmay Institute of Management & Technology - Greater Noida, UP

CERTIFICATIONS

- Certified Associate in Project Management
PMI
- Google Certified Project Management Professional

COURSES

- Foundations of Project Management
- Project Initiation: Starting a Successful Project
- Project Planning: Putting it All Together
- Project Execution: Running the Project
- Agile Project Management
- Capstone: Applying Project Management in the Real World