

# ROHAN JAIN

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Senior Resource Coordinator

82 Arihant nagar, new harsh Nagar, Rampura



## SUMMARY

Highly motivated and professional Senior resource coordinator with over 2 years of experience providing Highly experienced vendors and Freelancer for the projects Proficient in managing multiple projects, Hiring vendors and Freelancer with the negotiation budget. communicating with internal team. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

## EDUCATION

### Pacific University

Bachelor's Degree in Business Administration  
2020 - 2023

### DY Patil University

Masters of Business Administration In Operation  
Management  
2024 - 2025

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

## ACHIEVEMENTS

- Awarded as 2 time employe of the month in 2 years
- Awarded as Mr Freshers in 2020

## PROFESSIONAL EXPERIENCE

### Senior Resource Coordinator

Verbolabs Company | 2022- 2025 - Present

- Manage the projects with the given budget.
- Coordinate and schedule meeting with Vendors and Freelancer for the projects.
- Hire the freelancer and vendor to provide good quality services.
- Handle multiple projects in European Shift.

### Five Splash Company

CUSTOMER CARE EXECUTIVE . | 2022

- Managing the queries of customer regarding any issue happens with the food
- Problem solving issues with the delivery guy and restaurants

### Hobbies

- 1 Dancing
- 2 Singing
- 3 Travelling