



SUMMARY

Responsible and detail-oriented Project Coordinator with over 5 years of experience managing end-to-end project lifecycles, including planning, scheduling, execution, and delivery. Skilled in coordinating cross-functional teams, managing timelines, tracking deliverables, and maintaining project documentation. Experienced in stakeholder communication, resource planning, and risk and issue management to ensure timely and successful delivery. Proficient in tools such as Jira, Trello, and Smartsheet. Known for strong organizational skills, attention to detail, and the ability to drive projects to completion while continuously adapting and learning in dynamic environments.

PROFESSIONAL EXPERIENCE

Project Coordinator

Ellocent Labs IT Solutions Pvt. Ltd | Sep 2023 – March 2026

- Coordinated end-to-end project lifecycle activities, including planning, scheduling, execution tracking, and delivery support for cross-functional teams across multiple projects.
- Managed project timelines, milestones, and deliverables, ensuring alignment with project scope, budget, and deadlines.
- Facilitated communication between stakeholders, clients, and internal teams to ensure clear understanding of project requirements and expectations.
- Organized and led project meetings, sprint planning sessions, and status update calls, improving team efficiency and collaboration.
- Implemented project tracking and workflow management using Smartsheet, Jira, Trello, etc.
- Prepared meeting agendas and minutes for distribution and record keeping.
- Supported QA/testing activities, including test planning, defect tracking, and reporting to ensure high-quality deliverables.
- Mentored or guided junior team members in project management processes.
- Monitored resource allocation and workload, ensuring optimal team efficiency and timely completion of tasks.

Project Coordinator

Chicmic Technologies | June 2022 – May 2023

- Communicated with clients to discuss project objectives and requirements.
- Conducted regular meetings, facilitated communications, ensured coordination, and cooperation among team members.
- Ensuring team members have the resources they need to complete their assigned tasks on time.
- Defining specific milestones and timelines to encourage timely project completion.
- Assisted the Project Manager in the creation of project estimates.
- Organized meetings and gathered support materials.
- Facilitated communication between departments to enhance project success.
- Managed team structure, billable hours.
- Reported regularly to manager on project budget, progress, and technical problems.
- ERP Assistance like enrolment of new joiner and old employees.

Project Coordinator

Zeligz Technologies Private Limited | Oct 2020 – June 2022

- Delegated specific tasks to various employee teams to meet timeframes and increase overall productivity.
- Produced and distributed project documents.
- Scheduled and facilitated project meetings.
- Monitored performance of project team members to provide performance feedback.
- Make sure the project is implemented as per the contract.
- Prepared meeting agendas and minutes for distribution and record keeping.
- Report the status of the project work to the project director.

Customer Service Associate

Teleperformance | Aug 2018 - Apr 2020

- Resolved customer queries through emails.
- Worked with trainer to support new employees.
- Worked as the Subject Matter Expert (SME) in Myntra which included report making, briefing new employees, and sending status to manager.

EDUCATION

Computer Science & Engineering / 72 %

Atal Bihari Vajpayee Government Institute of Engineering and Technology (Aug 2014 - May 2018)

12th / 80.2%

G . S . S . S . Bhoranj (Apr 2013 - Mar 2014)

10th / 87 %

G . S . S . S . Bhoranj (Apr 2011 - Mar 2012)

SKILLS & TOOLS

- **Project Management:** Agile methodologies, Project Lifecycle Management, Resource Planning, Risk & Issue Management.
- **Team & Stakeholder Management:** Cross-functional coordination, Communication, Reporting, Mentoring
- **Tools & Software:** Jira, Trello, Smartsheet, ERP System etc.
- **Other Skills:** Time Management, Strong Organizational Skills, Multi-tasking, Attention to Detail.

CERTIFICATION

Training in PHP