

RESUME

Suraj Balaso Malvadkar
B.E (Computer Engineering)

Phone: +91-9730443473
E-mail: malavadkar.suraj@gmail.com

Summary:

Project Coordinator with Five years of Experience Leading project management and controlling project variables. Led teams of 5-10 people across technology, business, and design departments.

Educational Qualification:

B.E(Computer Engineering)	Pune University	2016	62.26 %	First
Diploma(Info.Tech.)	MSBTE	2012	61.45%	First
S.S.C	Pune Board	2009	67.27%	First

**Bachelor of Computer Engineering –
Pune University (2016 / First Class-56.23%)**

Work Experience:

**Project Co-Ordinator & Manager at RISIAR-Step in business hub
pune, December 2017 - Dec 2023**

- **Project Management:-** Lead Projects from requirements definition through Deployment, identifying schedules, scopes, budget estimations, and Project Implementation plans, including risk mitigation.
- **Communication and Collaboration:-** Proven ability to collaborate with multidisciplinary teams for effective Project Outcomes. Ability to communicate in English Moderate Excellent Client facing and internal Communication Skills. Strong written and verbal communication skills.
- **Problem Resolution:-** Demonstrated strong problem-solving abilities, essential in addressing complex challenges.
- **Resource Allocation:-** Efficiently manage time and resources to meet deadlines and optimize resource allocation, a crucial skill in the fast-paced industry.
- **Strategic Decision-Making:-** Excellent at making Strategic Decisions for project success. Excellent in analytical skills to decode project complexities and adeptly make strategic decisions, ensuring project success.

Technical Skills & Other:

- Ability to Work Collaboratively in a team environment. Develop teamwork and communication skills, and build working relationships with peers, leaders, and colleagues.
- Strong Presentation Skills.
- Strong analytical and problem-solving skills.

Language Known	C,C++,HTML5/CSS, JAVA SCRIPTS, PHP
Database	MySQL, SQL Server2005/2008,Oracle10g
Web Development	HTML5/CSS, Java Scripts
Operating System know	Windows XP/Vista/7/8/10, RedHatLinux , Android
Interested Platform	HTML/CSS , Java Scripts
Development Tool	Visual Studio 2008/10/13, Visual studio code , Notepad++

Personal Details:

Name	Mr.Suraj Balaso Malvadkar
D.O.B	01,Janaury, 1994
Mobile:	9730443473
Permanent Address	At-Post-Pandare,Tal-Baramati,Dist-Pune, 413110.
Languages	English, Hindi, Marathi
Hobby:	Playing Cricket

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Pune.

(Signature)
(Mr.Suraj.B.Malvadkar)