

EXPERIENCE

Project Coordinator (Executive) Ebixcash Ltd, Mumbai, India

- ❖ Spearhead software support initiatives for Maharashtra State Transport Corporation (MSRTC) enhancing system reliability and user satisfaction.
- ❖ I handle Maharashtra State Road Transport Corporation (MSRTC) application and website and collect data for MSRTC application and website.
- ❖ Provided windows app support.
- ❖ Analyzed data related to projects in order to identify areas for improvement or optimization opportunities.
- ❖ Monitored performance metrics such as cost, timeline, quality control and customer satisfaction levels.
- ❖ Performed regular reviews of project documentation and communicated results with relevant personnel.
- ❖ Assisting with the management of daily operational activities. Performing administrative tasks, such as making travel arrangements, answering phones, scheduling meetings, etc. Managing office supplies and the maintenance of office equipment.

RESPONSIBILITIES

- ❖ Coordinators have to think critically to plan, synchronize, and execute complex undertakings with a diverse set individuals in different roles.
- ❖ Assisting with the management of daily operational activities. Performing administrative tasks, such as making travel arrangements, answering phones, scheduling meetings, etc. Managing office supplies and the maintenance of office equipment.
- ❖ The main goal of Project Coordinator is to make sure that the project runs smoothly by tracking project progress and timely communicating its status to management and project members, as well as making sure that project members communicate with each other.

CERTIFICATE

- ❖ Coursera Certification on C Programming
- ❖ Coursera Certification on HTML Programming

EXTRA CURRICULAR ACTIVITIES

- ❖ Project Presentation Competition in shodh 2022 organised by Gharda Foundation's Gharda Institute of Technology, Lavel.

PERSONAL PROJECT

- ❖ BE Project- (04/2021 - 03/2022)
 - Front End- React JS
 - Back End- Node JS, Express JS
 - Database- MongoDB
 - Feature in app- Login, user can comment on post, add/update/delete new post.