

KHUSHBOO FALAK

Phone: 9128283786 | Email: khusbofalak834@gmail.com Address: Dr. Samar House, 773 Arya Nagar, Near Shiv Vihar Metro Station Nationality: Indian | Marital Status: Unmarried.

Objective

Hardworking, college student seeking employment. Bringing forth a motivated attitude and a variety of powerful skills. Adept at various social media platforms and project management technology programs. I am committed to utilizing my skills further.

Work Experience

12/2023 Working

Matebiz Pvt. Ltd (<https://www.matebiz.com/>). Project Manager

- Coordinated with international clients via emails, calls, Google Meet, and Zoom
- Assigned tasks to cross-functional teams (designers, developers, SEO/SMO teams).
- Handled complete project planning, timeline management, and daily progress updates.
- Conducted website testing for mobile compatibility (iOS and Android).
- Provided client support on admin panels, domain/hosting, and CMS updates.
- Worked on the backend site editing using multiple technologies.
- Maintained detailed project status reports and ensured timely task completion.
- Managing milestones and negotiating with clients involves clear communication, organization, and a strategic approach.

12/2022 – 05/2023

Dignifyd Digital Solutions (IT SOLUTION). Admin Administration

- Coordinated with international clients and assigned tasks to team members.
- Scheduled interviews, meetings, and maintained calendar invites.
- Handled attendance, leave tracking, and salary sheet updates.
- Edited websites using WordPress, plugins, and Elementor.
- Managed Shopify and Amazon product listings and office documentation.
- Ensured timely delivery of work through follow-ups and internal coordination.

Strengths

- Strong multitasking and troubleshooting capabilities
 - Emotional intelligence and leadership qualities
 - Effective communication and time management
 - Proven ability to manage pressure and tight deadlines
 - Successfully completed 1.6+ months of fast-paced project management experience.
- Adept at handling over 110 diverse projects across platforms such as Core PHP, Laravel, CodeIgniter, WordPress, and Shopify.

Technical Skills

Web Development: WordPress, Elementor, Core PHP, Laravel, CodeIgniter, Shopify- Digital Tools: Google Suite, DMS tools, CMS & eCommerce: WooCommerce, Shopify, Amazon- Project Management: JIRA, Custom Software Tools, Office Tools: MS Word, Excel, PowerPoint- Other: Typing Speed - 30 WPM, Team Management, Data Analysis.

Education

07/2024 - 07/2026

Masters of Science -RCCVG College, Ghaziabad (Pursuing)

07/2019 - 07/2023

Bachelor of Science - Zakir Hussain College, Delhi (First Division)

01/2018 - 07/2018

Certificate in Information Technology - MKCL organization, 94.50%

06/2017 - 04/2018

Intermediate science Stream - Senior secondary High School (Second Division)

07/2014 - 03/2015

Tenth - Senior secondary school (1st Division)

Activities and Interest

Studying | Writing | Music

DATE