

RESUME

Dinku ranjan

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Career objective

To gain better performance experience and expertise in the field of IT by working with reputed organizations with complete dedication and honesty.

Education

- B.sc (Physics) from IGNOU.
- 12th from central board of secondary education from Delhi.
- 10th from central board of secondary education from Delhi.

Professional Experience

Project Coordinator

Karvy innotech limited | (Dec 2021 – Dec 2023)

- Develop and maintain project plans, including timelines, milestones, and resource allocation.
- Break down projects into actionable tasks and assign them to team members based on their strengths.
- Track project progress and identify potential risks or roadblocks proactively.
- Manage project budgets and ensure expenditures stay within allocated limits.
- Facilitate communication between project stakeholders, including team members, clients, and management.
- Prepare and deliver clear and concise project status reports to keep everyone informed.
- Organize and manage project meetings to ensure smooth collaboration and decision-making.
- Act as a central point of contact for all project-related inquiries
- Working in Airport authority of india project and manage all operations like resource management , Track shipment , Quaterly billing
- Maintain and update project documentation, such as plans, schedules, and risk assessments.
- Manage project-related contracts, invoices, and other administrative tasks.
- Ensure all project activities comply with company policies and procedures.
- Develop and maintain systems for project data collection and reporting.

Project Coordinator

LRS services Pvt ltd. | (Jan 2024 – Aug 2024)

- Manage manpower in multiple projects like TCS-ATC , ADDVERB, Sopra Steria ,Wika industries ,NHAI .
- Prepare Manpower and AMC bill with their related documents and check properly before sending.
- Client Site Visit
- Perform day to day operation and preparing reports.
- Screening of engineers as per our project requirement.
- Providing support in various areas, including procurement, Inventory management, Logistics and vendor management.
- Administrative duties answering phones, Scheduling appointments and assisting human resource with recruitment.
- Managing operations overseeing employees, Handling customer inquiries and resolving problems.

Central Project Coordinator

Smart joule Pvt Ltd. | (September 2024 – Current)

- Manage manpower in multiple projects like Kiims Manavata Hospital Nashik , Appllo Hoapital Mumbai , Le-Meridian Hotel , Kiims Hiranandani Hospital Mumbai.
- Perform day to day operation and preparing reports.
- Vendor Management And regular follow up for manpower and also required Material as per site requirement.
- Preparing PO for our vendor to their work and Billing Also.
- Implement and monitor programs as directed by management, and see the programs through to completion.
- Coordination with internal stakeholders and prepare management reports.
- Manage workflow by assigning tasks to other administrative employees daily, ensuring that deadlines are met, and work is completed correctly.
- Coordinate with functional mangers for attendance consolidation and approvals
- Working closely with the administration and operations managers to ensure the smooth running of the business, including the maintenance of office stock and supplies and regular database updates.

Skills

- Team management and problem solving
- Excel (MS office), Teams , Google Sheet
- Interpersonal Communication, Coordination
- Project management , Vendor Management
- Supply chain management,

Personal Information

- Father's name Shri Kulander Prasad
- Gender Male
- Language Hindi & English
- Language English and Hindi
- Date of Birth 25th Feb 1998

Sign – (Dinku ranjan)

Place – _____