

EDWIN VINCENT

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Career Summary

Project Coordinator with a proven track record in managing comprehensive projects and leading cross-functional teams to achieve on-time, budget-compliant results. Expertise in planning, scheduling, and effective stakeholder communication, coupled with strong risk mitigation strategies. Proficient in utilizing project management tools to enhance organizational efficiency and problem-solving capabilities.

Professional Experience

Project Coordinator, *Atnis Technologies* 01/2024 – 03/2025

- Led zone migration activity by coordinating all activities across teams, ensuring seamless planning, execution, and completion within the assigned timeline, which enhanced client satisfaction and business growth.
- Created comprehensive Business Requirement Documents (BRDs) to translate client needs into actionable functional requirements, ensuring alignment between stakeholders and development teams.
- Led the VMware upgrade project independently, managing stakeholder communications and analyzing risks, which resulted in enhancing client operations and organizational efficiency.
- Maintaining up-to-date documentation of requirements, workflows, project progress, and resource allocation, ensuring strict adherence to project scope.
- Identify and resolve project issues by analyzing improvement opportunities.
- Develop and track project plans, progress, risks, and change requests, facilitating stakeholder communication.

HR Intern, *Experion Technologies* 07/2023 – 12/2023

- Handled sourcing and initial screenings of resumes, ensuring the right candidates.
- Conducted telephonic interviews with candidates to assess their skills and fit.
- Coordinated with hiring managers to schedule interviews, and ensured a smooth interview process.

Skills

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| • Project planning and management | • Stakeholder engagement |
| • Team coordination | • Data visualization with Tableau and Power BI |
| • SQL and Python programming | • Agile methodologies and Jira |
| • Analytical and critical thinking | • Problem solving |
| • Effective communication | • Microsoft Excel |

Education

B.Tech in Computer Science, *Vidya Academy of Science And Technology* 08/2017 – 07/2021
CGPA 8.41/10

Master of Business Administration (MBA) in Operations and IT, 09/2021 – 05/2023
School of Management Studies CUSAT CGPA - 8.38/10

- Event Coordinator of La Nostalgia 2022, SMS Alumni Get together event.
- Developed a Recruiter BI Dashboard for campus placement.

Projects

A Study on the financial analysis of South Indian Bank Ltd, Thrissur, MBA

- Analyzed annual reports of the bank using 23 parameters and identified the areas of improvement.
- Interpreted that the operating expenses and NPAs were high which resulted in the reduction of profit.

Face spoofing detection system, *B. Tech*

Certificates

- Project Management Ready certification, PMI, in progress
- Data analytics, NACTET
- Business analytics and data visualization, IIM Indore
- Growth marketing and the basics of digital marketing, IIM Indore
- Cloud computing, Microsoft Azure

Languages

- English
- Malayalam
- Hindi
- Tamil

Awards & Achievements

- Qualified UGC NET in management with 97.74 percentile
- Implemented a placement business intelligence dashboard for analyzing effective training of students, which increased the average number of placements

Volunteer Activities

- Member, Career Guidance and Placement Cell, 2022-23, School of Management Studies, CUSAT
- Member of the IT Analytics Club, Inforverse, SMS CUSAT
- Sports event coordinator, Astra, SMS CUSAT