

DIGANA GOHEL

PROJECT MANAGER

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Experienced Project Manager with a strong ability to lead teams and deliver projects successfully on time and within budget. Skilled in planning, managing risks, and improving work processes. I focus on clear communication, teamwork, and ensuring projects meet goals while keeping clients and stakeholders satisfied.

AREA OF EXPERTISE

Management Skill	Documentation & Control	Staff Management	Creativity
Workflow Planning	Strategic Planning	Business Administration	Credit and collection

PROFESSIONAL EXPERIENCE

360 EYE 2024 - Present

- I serve the company As an Project manager with dedicated Submission of Many Projects with accuracy and Precision.
- Also Managing the Team And Clients collaboration With Us.
- Handling the HR activities & Projects Updates over a Server Sides.

Autocon Solutions 2023 - 2024

- Improved employee and client retention rates through active communication and problem-solving efforts.
- Developed and updated calendars to schedule team and customer meetings.
- Designed and implemented office policies and enforced standards.

Niftech 2022-2023

- Oversaw employee performance, corrected problems, and increased efficiency to maintain productivity targets.
- Coached employees and trained on methods for handling various aspects of sales, complicated issues, and difficult customers.

Novus block technologies 2020 - 2022

- Maintaining the back office and whole team
- Invest in the stock markets and cryptocurrencies
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence
- Presentations and meetings with the investors and also making the strategies for the market manipulations.

EDUCATION

Batcheler's of Arts

I.G.O.N university

- A solid foundation in understanding human behavior, cognitive processes, and emotional well-being. Developed skills in research, data analysis, and critical thinking, with a focus on problem-solving and effective communication.

SOFT SKILLS

- CRM software
- Graphics design
- Admin panel Operations
- MS Software