

DURRANI ADIL KHAN

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SUMMARY

Results-driven project manager and operations coordinator with 2+ years of experience leading cross-functional teams, optimizing workflows, and delivering projects on time and within budget. Proven track record in recruitment coordination, stakeholder management, and strategic planning across corporate and campus environments. Known for clear communication, decisive leadership, and ability to align teams toward common objectives without chaos.

CORE COMPETENCIES

Project & Operations:

Project Coordination • Workflow Optimization • Cross-functional Team Leadership • Stakeholder Management • Documentation & Reporting • Budget Management

HR & People Management: Workshop Facilitation • Performance Tracking • Volunteer & Team Management • Onboarding

Execution & Tools:

MS Project • Trello • Slack • Google Workspace • Excel (Advanced) • Event Planning • Vendor Management • Problem Solving

PROFESSIONAL EXPERIENCE

Internal Manager - Western Electrical Work & Engineering, Aurangabad

Sept 25' – Nov 25'

- **Operations & Tender Management:** Managed daily operations for a government-licensed electrical contracting firm, overseeing the end-to-end execution of public sector infrastructure and industrial projects.
- **Workforce & Labor Management:** Coordinated a technical workforce of electricians and contract laborers, handling shift scheduling, payroll processing, and ensuring strict compliance with government safety and labor regulations.
- **Stakeholder Liaison:** Acted as the primary point of contact for government officials, site engineers, and vendors, ensuring 100% adherence to tender specifications and project timelines.
- **Resource Optimization:** Streamlined inventory management for raw materials (cabling, control panels), reducing material wastage and procurement delays.

Project Manager & Internal Consultant – Be Endless, Aurangabad

Nov 25' – Present

Client & Project Management

- Serve as sole client-facing lead for 4+ web development projects, translating complex business requirements into actionable technical deliverables
- Maintain **95%+** client satisfaction rate through proactive communication, expectation management, and strategic problem-solving

Internal Management & Brand Consulting

- Advise C-suite leadership on brand positioning, internal culture alignment, and operational efficiency improvements
- Designed and implemented standardized development pipeline workflow, reducing project turnaround time by **20%**

Placement Coordinator - P.E.S College of Engineering (Placement Cell)

Nov 24' – July 25'

- Orchestrated **8+** campus recruitment drives, facilitating placement opportunities for **150+** students across **4** engineering departments
- Designed and delivered **5+** skill development workshops (resume building, interview prep, technical communication) for **200+** students

Financial Lead - P.E.S College of Engineering (Student Council)

Mar 24' – Oct 24'

- Authored **5** comprehensive quarterly financial reports for college management, contributing to **15%** improvement in budget allocation efficiency
- Managed budgets totaling **₹200,000+** for student-led initiatives, maintaining **100%** compliance with institutional financial policies

Event Lead - P.E.S College of Engineering

Nov 23' – Feb 24'

- Managed event budgets totaling **₹150,000+**, coordinating with 10+ external vendors to ensure seamless logistical execution for **3** major campus events
- Led cross-functional teams of **15+** students (finance, marketing, operations) to deliver events attracting **500+** attendees

Volunteer Coordinator - P.E.S College of Engineering

July 23' – Nov 24'

- Led full-cycle recruitment, training, and management of **30+** volunteers for **5+** major social and campus initiatives
- Designed and implemented volunteer recognition program, resulting in **25%** increase in retention and **30%** boost in engagement

CERTIFICATION

Human Resources	<u>GE Aerospace</u>
Strategy Consulting	<u>BCG</u>
ESG Consultant	<u>TATA Consultancy</u>

EDUCATION

Bachelor of Technology in Computer Science	July 26'
Dr. BATU, Lonere, Maharashtra	Grade: CGPA: 8.34
Higher Secondary Certificate	March 21'
Sir Sayyed College, Aurangabad	Grade: Percentage: 92.6%

ADDITIONAL INFORMATION

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- Proven ability to manage multiple stakeholders, tight deadlines, and competing priorities
 - Strong track record in both corporate and educational/non-profit environments
 - Available for remote, hybrid, and on-site project management roles