



JOHN ABRAHAM

ASSOCIATE PROJECT MANAGER

PROFILE

Associate Project Manager with over 3 years of experience focused on streamlining and improvement of processes for on-time delivery of all projects and deliverables. Self-motivated, innovative and goal-oriented management professional committed to the creative production process. Dedicated team player comfortable working with any group and departments-communication strategies tailored for successful exchange of information. Drives company growth by working effectively with people at all levels of an organization, including customers.

CONTACT

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EXPERIENCE

ASSOCIATE PROJECT MANAGER, APTARA, NOIDA

JULY 2018-PRESENT

Managing the marketing, growth and operations of open access multidisciplinary journals of Elsevier. The scope of this all-electronic publication comprises all Elsevier fields of interest, emphasizing applications-oriented articles, with a rapid publishing turn.

- Managing the complete life cycle of the project starting from receiving the project, sending them in a workable format to the composition team, monitoring the execution and ensuring that the end product is delivered in a timely manner with quality.
- Keeping the client updated about the status of the projects through live chats, e-mails and daily/weekly calls.
- Organizing the project inputs for smooth execution of the project for operations team along with implementation of internal project procedures.
- Organizing project launch meeting with client and production teams
- Tracking the project throughout the project lifecycle. Track all elements at all stages of composition (using internal/client tracking system) Managing the marketing, growth and operations of the suppliers. Managing the active participation in setting up new processes along with their implementation, execution and compliance. Assessing the customer feedback, evaluation areas of improvement and providing critical feedback to the clients on improvement and achieving higher customer satisfaction matrices.
- Manage a team of approx. 8 -10 members and ensure that all key metrics of performance as per the Client are met and exceeded.

PROJECT COORDINATOR, CHASS, KOTTAYAM, KERALA

NOVEMBER 2017-JULY 2018

- Manage a team of 6 members and ensure that all key metrics of performance as per the project planning are met.

ACTIVITIES AND INTERESTS

- Riding
- Detailing
- Live Sound Mixing
- Travel
- Audio installations

LINGUISTIC KNOWLEDGE

- **English:** Read, Write, Speak
- **Malayalam:** Read, Write, Speak
- **Hindi:** Read, Write, Speak
- **Tamil:** Speak

COMPUTER PROFICIENCY

- AutoCAD 2D
- AutoCAD Electrical
- FL Studio & Audacity
- MS Office
- Outlook

- Tracking the project throughout the project lifecycle, preparation of project reports and documentation.
- Arrange team meetings and resolve queries of team. Ensuring accommodation, legal permits and transport facilities to the members.

ASSOCIATE PROJECT MANAGER, UNBOUND GLOBAL SERVICES PVT LTD

OCTOBER 2016 - NOVEMBER 2017

- Communicating regularly with customers and team to discuss on the project status.
- Managed customer centric operations and ensured satisfaction by achieving delivery and service quality norms.
- Completeness and Usability check, Scheduling Deliveries and Resolve queries of the team.

TECHNICIAN AND EVENT MANAGER, LOYOLA INSTITUTE OF TECHNOLOGY AND SCIENCE

2012-2016

- Handling A/V Systems
- Maintaining Consoles
- Planning of Events
- A/V setup Designing
- Team coordinator
- Stage Management

ADDITIONAL EXPERIENCE

Experienced Freelance A/V technician and Event coordinator

- Event Planning
- Stage Designing
- Technical Support
- Facility Arrangements
- Stage Management

EDUCATION

BACHELOR OF ENGINEERING IN ELECTRICAL AND ELECTRONICS

ANNA UNIVERSITY, CHENNAI

JUNE 2016

HSC

DE PAUL HIGHER SECONDARY SCHOOL, KURAVILANGAD, KERALA

JUNE 2012

SSLC

ST. THERSE PUBLIC SCHOOL, KADUTHURUTHY, KERALA

JUNE 2010

KEY SKILLS AND CHARACTERISTICS

Strong interpersonal & communication skills

- MS Office Suite
- Ability to work collaboratively as part of a team
- Problem Solving
- Leadership
- Meticulous attention to detail
- Excellent Organizational skills
- Poised under pressure
- Customer Relationship

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

John Abraham