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**Career Objective:**

Detail oriented individual offering exceptional management, leadership, and organizational skills; easily adaptive to change in work environment, seeks the job of Junior Project Manager at Ledcor LTS.

**Education:**

Career Strategies in General Business Sep 2020 to Current

(Project Management Professional (PMP) Certification)

**Qualificatoins:**

* Good verbal and written communication skills, attention to detail and ability to work in a fast-paced environment
* Detail-oriented. Able to see the big picture while paying attention to the smallest details
* Understand the importance of doing things for the greater good and I am inclusive and approachable to those around me
* Efficiency & reliability along with excellent attention to detail
* Excellent analytical skills - ability to focus on details without losing the big picture
* Knowledge of office management systems, procedures and tools (MS Office) Excellent time management skills and ability to multi-task and prioritise work
* An eye for design. I can identify issues with layout and typography and have good attention to detail
* Demonstrated knowledge of life cycle management, process creation and implementation, and quality management
* Ability to multi-task within a fast paced, changing environment, and the ability to work well under pressure and with tight deadlines
* I have ability to plan and manage to a project schedule
* I have influence strategic and other issues which effect business internally and externally

# Skills

~ Excellent Communication Skills ~ Self Motivated & Well Organized

~ Problem Solver ~Fast Learner

~ Outstanding Work Ethic ~ Time management

**Extra-Curricular Activities:**

* Playing Basket Ball
* I was a member of scout in schooling