



## Karan Gautam

### PROJECT CO-ORDINATOR



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### PROFILE

Looking forward to a challenging job in reputable organization to utilize database and management skill for the growth of organization and myself.

### SKILLS

Software Quality Assurance

Project Management

Problem Solving

Creativity

Analytics

Process Flow Chart

Team Management

## WORK EXPERIENCE

### PROJECT CO-ORDINATOR

*Mobilestyx Consulting Pvt Ltd.*

Aug 2020 - Present

- Defined scope and goals of new projects
- Developed metrics used to define goals and project completion
- Led brainstorming meetings for new initiatives
- Identified risk levels in new projects
- Reviewed marketing plans for completed assignments
- Set clear expectations and directions for staff
- Kept employees on track with assigned responsibilities
- Created network diagrams that show the deliverables of a project and the order of completion.
- Lead kick-off meetings and brainstorming sessions for projects.
- To determine whether third-party integration is required for the project, such as with payment gateways, video conferencing, and Google Maps API etc, negotiating with vendors to find the best quotation, integrating the requirement, and ensuring the system functions properly.

### IT SUPPORT EXECUTIVE

*Mobilestyx Consulting Pvt. Ltd.*

July 2019 - Aug 2020

- Prepared financial and progress reports.
- Created PowerPoint presentations for project meetings.
- Coordinated employees' schedules and assigned them respective tasks.
- Created monthly progress reports and communicate results to appropriate staff and managers
- Coordinated with clients to factor in their expectations and needs
- Handling support emails and support tickets.
- Kept project's clients informed, solicited their feedback, and managed changing expectations

## EDUCATION HISTORY

**Bsc. (HS)**

2019

*St. Andrew's College.*

**HSC**

2016

*Nirmala Memorial College.*

**SSC**

2014

*Poorna Prajna High School.*

## LANGUAGES

- English
- Hindi
- Marathi

## Tools

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- Trello, Jira, Gitlab (PMT)
- Ms Excel & Google Sheet
- Ms Word & PowerPoint
- Draw.io & Visio  
(Flowchart)
- Figma & Canva (Design)
- HTML5 & CSS3
- WordPress

## Representative Projects

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### Project Name: Jaguar Land Rover (UDAAN)

Technologies Used: PHP, MySQL, WordPress

#### • Findmeacar.in & Findmeasuv.in (Website)-

Customers can use this user-friendly new platform to book Jaguar Land Rover vehicles online and make a deposit payment at any time, from any location. Additionally, it offers opportunities for buyers to obtain a quote or schedule a test drive.

#### • Maximizer (Custom web application & Mobile application)-

A sales product Maximizer portal that generates quotations for the customers. Instantly compiles, prices, customizes, and prints, faxes, or e-mails your quotation.

#### • Stock Locator (Custom web application)-

A vehicle Stock management Portal, that maintains all the records of every Jaguar Land Rover and provides information such as manufacturing, retailed, booking dates, etc.

### Project Name: Canada Police

Technologies Used: PHP, React-Native, MySQL

#### • Police Officer Management System (POMS) (Custom web application & Mobile application)-

An efficient solution, which is built taking details on job usage and feedback from officers. The solution initially started as a simple e-ticketing solution is constantly evolving based on feedback and requirements from real-life usage based on our pilot launch experience.

## New Development Projects

#### • Retailer Reporting (Custom web application)-

Information delivering portal, that ranks every retailer's success based on vehicle sales, also enables users to undertake "What IF Analysis" using historical data, which aids in projecting the future.

#### • Sales Volume Planner (Custom web application)-

Sales Volume Planning using this tool JLR can ask Target forecast from retailers and maintain the record of allocation of vehicles. On the basis of these reports JLR can allot tokens to the customer. Customers can track their order using UDAAN. This will create transparency between JLR, Retailers, and Customers.