




# SAJID ALI

SR. PROJECT COORDINATOR




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 @SajidAl51858519

 7 SEP 1994

 Indian

 Single

 Ghansoli, Navi  
Mumbai.

## ABOUT ME

Dynamic project coordinator with a strong background in leading technology projects from conception to launch. Skilled in risk management, conflict resolution, and building strong relationships with clients and stakeholders. Experienced project coordinator with expertise in developing and implementing strategic plans that align with business objectives. Skilled in leading and mentoring teams to drive successful project outcomes, while maintaining a strong focus on quality, cost, and time.



## Academic info

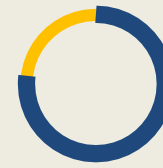
- **2015 - 2016 | B.CO M**  
S.K College of Science and Commerce.
- **2012 - 2013 | H.S.C**  
S.K College of Science and Commerce.
- **2010 - 2011 | High School**  
Mumbai University



## Languages



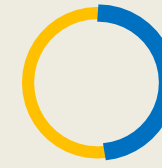
**English**  
Full Proficiency



**Hindi**  
Full Proficiency



**Tamil**  
Full Proficiency



**Marathi**  
Medium Proficiency



## Certifications & Courses



# **Work Experience**

(July 2019 – Present)

## **SR. Project Coordinator** Inkraft Digital Solutions LLP (Mumbai)

- Managed multiple projects, such as website development, software development, and ERP projects.
- Experienced in scheduling and documentation management, as well as monitoring project progress and organizing resources.
- Proficient in finance management, budgeting, and identifying cost-saving opportunities.
- Strong communication skills with a track record of resolving client queries and providing instant support
- Experienced in coordinating with multiple international clients and managing remote teams.
- Expert in managing multiple project management tools developed for organizational purposes.
- Coordinated with external vendors or contractors to support project activities.

(Sep 2018 – April 2019)

## **Biz Development Consultant** Mind Frame India A&CC Pvt. Ltd (Mumbai)

- Analysed markets and developed marketing strategies to drive sales and revenue.
- Forecasted sales and revenue, and generated leads from events and exhibitions.
- Acquired new clients through targeted outreach and relationship building.
- Presented services to clients in various verticals to effectively communicate value proposition.
- Managed client relationships and ensured customer satisfaction to ensure retention and loyalty.
- Developed and delivered presentations to prospective clients, highlighting the value proposition of products and services.
- Managed the sales pipeline, tracking progress through each stage and ensuring timely follow-up and outreach.

(May 2016 – Aug 2018)

## **Marketing & Support Exec.** USense Innovative Solution (Mumbai)

- Conducted online product demos to showcase product features and benefits and highlight value proposition to prospective customers.
- Managed customer relationships throughout the customer lifecycle, from onboarding to ongoing support and retention efforts.
- Managed and analysed data to identify trends and inform business decisions, such as tracking customer behaviour or identifying gaps in the sales funnel.
- Conducted competitor research to identify strengths and weaknesses, and inform product development and go-to-market strategies.
- Conducted product testing and quality assurance, including developing test plans, executing test cases, and identifying and tracking issues and bugs.
- Collaborated in the development of a CRM system for lead management, including providing input on user requirements, testing, and user training.

# **Roles & Responsibilities**

## **INKRAFT DIGITAL SOLUTIONS (IT)**

- Leading and managing cross-functional project teams to deliver projects on time, within scope, and within budget.
- Defining project scope, goals, and deliverables that support business goals in collaboration with senior management and stakeholders.
- Creating and managing project schedules, timelines, and milestones using project management software or tools.
- Identifying and managing project risks, including risk mitigation and contingency planning.
- Managing project budgets and financial reporting, including forecasting, tracking, and reporting project expenses and revenue.
- Conducting regular project status meetings and providing detailed progress reports to stakeholders.
- Ensuring project quality and managing the project change control process.
- Managing project communication, including regular status updates and documentation management.
- Managing project deliverables, including quality assurance, testing, and user acceptance.
- Identifying and managing project issues, including conducting root cause analysis, developing corrective action plans, and managing issue resolution.

## **MIND FRAME INDIA (Advertising Agency)**

- Visited clients in various verticals and interacted with concerned personnel.
- Conducted competitor analysis of social media and digital marketing.
- Generated customized quotations as per the services required by clients.
- Understood client requirements and provided implementation support.
- Customized presentations as per the prospects' requirements.
- Scheduled the creative bucket for social media marketing.
- Created a content log for the creative bucket as per the schedule.
- Conducted deep-dive research of multiple brands on social media and recommended services required for prospects' brands.
- Coordinated with creative design, content writers, and social media teams for the execution of services as per client requirements.
- Negotiated packages with multiple clients.
- Providing excellent customer service and support, including addressing and resolving customer issues and concerns.
- Coordination, budgeting and negotiations with vendor for Hoardings, ATL & BTL activities.

## **USENSE INNOVATIVE SOLUTION (UI & UX)**

- Conducted client visits to institutes and interacted with principals, management, and marketing managers to showcase our products.
- Demonstrated our products to parents and teachers on-site.
- Installed our services on-site and documented reseller, franchise, and school agreements.
- Generated leads through calls, emails, and on-site visits.
- Managed end-to-end data of institutes.
- Resolved issues by coordinating with developers and testers.
- Planned, built strategies, forecasted, and created milestones for projects.
- Conducted competitor analysis, SWOT analysis, and comparative studies for our products.
- Tested applications and analysed their performance.
- Defined the workflow of the project from inception.
- Managed subordinate's tasks, deadlines, outcomes, etc. using the Teamwork tool.
- Trained personnel and helped team members develop their skills.
- Conducting market research to identify potential new business opportunities and developing strategies to target them.
- Creating and maintaining a pipeline of potential clients through effective lead generation techniques such as cold calling, email marketing, and networking.
- Well-versed in using software such as CRM, HubSpot, ERP, and others.
- Experienced and managed in ERP projects such as School Management, Ticket Management, Fees Management etc.
- Gathering the scope of client and implementing the project as per the client requirement and descent budget.



There are ***Many More*** to come...