



Prakash Pant

Assistant Manager

May 09, 1997 **Prakashpant1997@gmail.com** **7985079908**

704 Aangan Adani Shantigram, Ahmedabad, Gujarat, 382421, India

A project coordinator with excellent organizational and communication skills, dedicated to ensuring project success. With 3+ years of experience, I have assisted project managers in developing project plans, tracking project progress, and identifying and mitigating potential risks. Proficient in utilizing project management software to manage timelines, resources, and budgets. I am a proactive problem-solver and team player who can work collaboratively with cross-functional teams to achieve project goals. Highly adaptable and able to manage multiple projects simultaneously while maintaining attention to detail. I am adept at managing project timelines, budgets, and resources while ensuring project goals are met. Skilled in risk management, stakeholder management, and project reporting, I have a proven track record of delivering high-quality projects on time and within budget. I am a strategic thinker with strong leadership skills, able to build and manage cross-functional teams to foster a collaborative work environment. Proficient in project management software and tools, I have excellent communication skills and can effectively communicate with clients, project teams, and senior management

Work Experience

Rehabilitation of STPs in the City Prayagraj under HAM

Senior Engineer

(August 18, 2019 - November 20, 2020)

Manage cross function meetings to expedite the procurement of Mechanical equipment.
Conducted Kick-off meetings with the agencies.
Ensure timely submission of designed and drawings for approvals.

Development of STP under HAM model (Greenfield Project)

Assistant manager

(August 20, 2020 - Present)

Responsible for client billing in HAM Project
Prepared draft activity breakup to achieve the milestones of Project
Prepared L-2 & L-3 Schedule for the Project in MS Project
Ensure resource engagement at site to execution.

Education

Shri Ramswaroop Memorial college of Engineering and Management

B.Tech, Mechanical Engineering

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(August 03, 2015 - May 08, 2019)

Skills

MS Excel

Very Good



MS Office

Very Good



Data Analysing

Very good



MS Project

Very Good



SAP-MM

Very good



Scheduling

Good



Interests

Listening Songs

World Relations and current affairs

Languages

English

Good



Hindi

Very Good

