

## Contact

7016090627  
deepkotak36@gmail.com  
<http://linkedin.com/in/deep-kotak-07122a19b>

## Skills

Communication Skill  
Adaptability  
Teamwork  
Interpersonal Skill  
Time Management

## IT Skills

Ms Office  
AutoCAD Map  
Solid Works  
Sap  
Outlook

## Courses & Certifications

Master Diploma in Product Design  
(AutoCAD and Solid works)  
TCS iON Career Edge – Young  
Professional

## Languages

Hindi  
Gujarati  
English

## Kotak Deep

Project Coordinator | Ahmedabad

Total 3 year job experience of junior officer in Hdb financial services ltd to project coordinator in proflex system (unit of m&b engineering ltd)

## Experience

### Proflex System (Unit of M&B Engineering Ltd)

Project Coordinator Lead  
Aug 2022 – Present

Project Coordination: coordinated project activities from initiation to completion, ensuring alignment with organizational goals.

Team Collaboration: Facilitated seamless collaboration among cross-functional teams, fostering a cohesive working environment for efficient project execution.

Timeline Management: Established and maintained project timelines, prioritizing tasks to meet deadlines and milestones effectively.

Budget Adherence: Ensured projects were executed within budget constraints, monitoring expenses and resource allocation effectively.

Tool Proficiency: Utilized project management tools and methodologies to streamline processes and enhance project coordination.

Project Processing: Using AutoCad 2D for Different Measurement, Using SAP software for consumption of Working and Activity Confirmation of Product which is Installed

### HDB Financial Services

Junior Officer  
Jan 2021 – Aug 2022

I have also gained experience working within the financial services industry. Promoted From sampler to Jr. Officer – Scrn and Sampling at Assets HDB Financial Service Ltd, I was responsible for verifying income and KYC documents both online and offline and detecting fraud in documents. Prior to this, I worked as a sampler at Simran Management Service Pvt Ltd.

## Education

### Bachelor Of Technology (B.Tech/B.E)

Mechanical  
Gandhinagar Institute of Technology (GIT)  
2020 (Full time)

### Diploma

Mechanical engineering  
Kalyan polytechnic – Jamnagar  
2017 (Full time)

## Awards

### PEN IT DOWN – SSIP

Apr 2020

Winner in best innovative idea in workshop “PEN IT DOWN” Organized by the institute UNDER THEAEGIS OF SSIP