

RICHA MISHRA

B-101, Ratnam Coral
Bhat-Motera link road
Ahmedabad -380005
Gujarat

Phone: (+91) 9067432884/7755801705
E-mail: richaec04@gmail.com

OVERVIEW

Expert project coordinator with a great deal of experience in, having excellent knowledge of business requirements and project handling and IT-IS forte.

CAREER OBJECTIVE

Seeking a challenging position in a reputed firm to use and improve my skills in planning, analyzing and project coordination.

ACADEMIC QUALIFICATION

DEGREE/CLASS	COLLEGE	BOARD/ UNIVERSITY	YEAR	%
B. Tech (ECE)	KGEC, Kanpur	UPTU	2008-2012	67.64
Intermediate	K.V. Cantt, Kanpur	CBSE	2007	63
High school	K.V. Cantt, Kanpur	CBSE	2005	73

TECHNICAL SKILLS

Programming Languages : C, Software Testing
Operating Systems Platform : Windows (7/XP)
MS Office tools : MS Word, MS Excel, MS Power Point
Graphic Design Software : Corel Draw

KEY SKILLS, CORE COMPETENCIES AND STRENGTHS

- Documentation skills for documenting project schedules, responsibilities and progress.
- Have strong professional phone etiquette and a good knack for solving technical problems over a phone.
- Coordination skills with which to develop cordial relationships with other supervisors and complete projects.
- Multi-tasking: Able to handle more than one project simultaneously.

WORK EXPERIENCE

Organization : - Gyanshala NGO, Kanpur
Designation : - Project Coordinator and IT Expert
Duration : - April, 2013- present

Key responsibilities

- Maintenance of field level records of important activities and events in the project area.
- Prepare daily and monthly reports of activities
- Taking care of all IT and infrastructure related issues like installing MS Office, antivirus and other software in desktops
- Providing a strong academic support to the underprivileged students to enable them to cope up with high standards of learning
- Managing the documentation, reporting, budget and monitoring and evaluation of the various projects
- Worked in coordination with the project administrator and managers to complete the projects – Served as a point of contact for the project
- Worked with project team members, clients and vendors to coordinate activities, provisioning, environment setup, installation, and integration testing
- Worked under the supervision and guidance of the assistant project manager and superintendent; became proficient in many project strategies from them
- Allocated resources to various departments and managers as per their needs and requirements

Organization

- Gyanshala NGO, Kanpur

Designation

- Subject designer, trainer

Duration

- August, 2012 – April , 2013 (8 months)

Key responsibilities

- Supervising and making report on the status of the identified areas under project on a monthly basis
- Individual and parents counseling sessions conduct house listing and data collection
- Designing curriculum and books
- Provide training to teachers and supervisors

PROJECT DOCUMENTATION

- Analyzing and monitoring the project reports to sort out issues in documentation section
- Maintaining the documented reports on a daily basis regarding the projects assigned to various departments; progress, schedule, budgeting and forecasting.

DECLARATION

- I hereby declare that the statements made above are true, complete and correct to best of my knowledge and belief

DATE: 22-07-2016

Richa Mishra

PLACE: Kanpur