RESUME

Amit Prajapati

Project coordinator/Project lead

Personal detail

**Total experience  
5year 5month**

**Date of Birth**

23rd may 1994  
  
Address   
E-302 suryam greens flat new RTO road, near Dharati status, vastral, Ahmedabad-382418

**Phone**

+918780770427

**Email**

[Amit76prajapati@Gmail.com](mailto:aaronmanor@email.com)

Languages

* Gujarati
* Hindi
* English

Marital status

* Married

Nationality

* Indian

# JOB EXPERIENCES

**July 2017 – till date   
3Desire network and solution India Pvt. Ltd   
Project coordinator/ Project lead.**

**Responsibility under taken:-**

* Coordinate internal resources and third parties/vendors for the flawless Execution of projects.
* Ensure that all projects are delivered on-time, within the scope and within Budget
* Assist in the definition of project scope and objectives, involving all relevant Stakeholders and ensuring technical feasibility
* Ensure resource availability and allocation.
* Develop a detailed project plan to monitor and track progress.
* Manage changes to the project scope, project schedule and project costs using appropriate verification techniques.
* Manage the relationship with the client and all stakeholders.
* Perform risk management to minimize project risks.
* Create and maintain comprehensive project documentation.
* Online Meetings with clients to take detailed project briefs and clarify specific Requirements of each project.
* Track project performance, specifically to analyze the successful completion of short and long-term goals.
* Meet budgetary objectives and make adjustments to project Constraints based on financial analysis.
* Develop comprehensive project plans to be shared with clients as well as other staff members.
* Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
* Documenting and following up on important actions and decisions from meetings.
* Ensuring project deadlines are met; determining project changes.
* Providing administrative support as needed.
* Undertaking project tasks as required; developing project strategies.
* Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project. Assess project risks and issues and provide solutions where applicable.
* Create a project management calendar for fulfilling each goal and objective.
* Responsible for customer coordination and customer satisfaction.

**January 2016- July 2017**

About me

* As a project coordinator and team lead always being positive and carry problem  
  solving attitude.
* Always being Self-motivated and also motivate team regarding project or any other activity and complete given task in sufficient time.
* Always being responsible for project growth and project execution as per plan and report to top management.
* As a team always get to know which team member is perfect for particular work and gain maximum output from team.

**Metrotel works Pvt.Ltd   
Project engineer/Field engineer.**

**Responsibility under taken:-  
Project   
(AIRTEL/HUAWEI/MICROWAVE IP/VODAFON Microwave  
 ring/TELENOR)**

* Worked on Huawei Transmission unit (RTN 950, RTN 950A, RTN 905, RTN 910, RTN 980).
* Commissioning of Transmission unit.
* Making trail & Service creation in transmission unit also by pass E1 signal to new BTS Site.
* Resolving alarm all kind of transmission unit RTN 950, RTN 950A, RTN 905, RTN 910, RTN 980.
* Provide NMS visibility to RTN through E TO E convertor and Ceragon & NEC also.
* Provide NMS to RTN through NPT providing V-LAN ID to MUX port.
* Operation and Maintenance & trouble shooting of RTN 910, RTN 950, RTN 950A, RTN 980, Huawei equipment.
* Responsible for installation for Micro wave antenna (0.3,0.6,1.2,1.8)
* Responsible for antenna alignment, IF cable routing and making of IF connector
* SDH/PDH and ETHERNET service creation.
* Traffic shifting of swap & new site from Nokia to Huawei.
* Maintenance & Commissioning of SDH Transmission Equipment LikeSTM-1 and PDH M.W Equipment Like **Ceragon IP 10** microwave changeover and Hop tuning. Monitoring and rectification of microwave transmission network. Commissioning & integration of BTS sites Ultra Site as well as Flexi site in GSM 1800 & GSM 900 band.
* Software download and upload and integration of Nokia Ultra site EDGE BTS & Flexi BTS.
* Installation, commissioning and integration of Node-B (3G) of NMS.

# EDUCATION

**GOVERNMENT Diploma in Electronics and   
POLYTECHNIC communication pass out in 2013 with   
GANDHINAGAR 60% from GTU.  
Gandhinagar.  
2013**

**SARSWATI SSC pass out in 2010 with 71% from   
Higher secondary Gujarat state board.   
school.**

**Skills**

* Project coordination.
* Project management.
* Team Management.
* Good communication.
* Having good hands on excel and MS office.
* work with team and gain maximum output from teams (As per their ability).
* Customer satisfaction (Handle customer with sophisticated way and also generate more opportunity for project and business growth).
* Being technical strong and support to field team where needed.
* Administrative skill.
* Data management
* Arrange roll call with teams and find issue regarding work and resolve on same time.
* Experience in working through SAP (System application and product)
* Experience in working through Agile project management.
* Worked in ISDP tool.

**Declaration**

**I *Amit Prajapati*** hereby declares that the information particulars given in this resume are true to the best of my knowledge.

Date: -

Place: -

Amit prajapati