

POONAM PARMAR

Project Management

Informations

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Surat, Gujarat, India

Passionate about the digital world and social networks,
I manage projects with creativity and innovation.

Skills

- Strong Communication
- Presentations
- Leadership/Strategic Planning
- Stakeholder Engagement
- Decision-Making
- Budgeting/Adaptability
- Quality Management
- Problem-Solving
- Conflict Resolution
- Negotiation
- Product Knowledge
- Team/Time/Risk Management

Education

Bachelor's degree *2018 - 2021*

- Course teaches how to lead tech projects. It covers electronic systems and communication networks. In a manager's role, grads oversee projects for smooth operations and good communication. The degree mixes tech skills with management, making grads useful in industries.

Experience

Project Management *November 2022 - Present*

- Managed IT projects from start to finish, delivering on time and within budget.
- Led teams for CRM system implementation, tackled complex upgrades, and improved workflow communication.
- Simplified processes, ensuring transparency and efficiency.

Accenture / CBRE - Intern *2023*

- Completed practical tasks in:
- Understand the approaches to project management, Prepare a proposal for the optimal project management approach, Identify the key attributes of a good project manager or project lead
- Importance of communication in project management
- Planning, Executing & Monitoring.

Assist Project Management - intern *2022*

- In my 6-month internship in Automation Company, I assisted in project management, enhancing efficiency, and implementing automation solutions.
- Contributed to meeting deadlines and optimizing workflows for seamless operations.

Project Coordinator - intern *2022*

- I have done 6-month internship in SkyLine PCB manufacturing company,
- I coordinated projects, facilitated teamwork, and ensured project timelines.
- Contributed to efficient processes and effective communication, enhancing overall project success.