




## JIGNESH YAWALKAR

### PROJECT COORDINATOR & DATA ANALYST

#### CONTACT ME AT

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#### SKILLS

Project Coordination  
Project Planning and Scheduling  
Cross-functional Collaboration  
Process Improvement  
Risk Management  
MS Office suite  
Freelancing  
Fiverr  
Upwork  
Social Media Post Designing  
Social Media Management  
Wix

## PERSONAL PROFILE

Dedicated professional experienced in project coordination, data analysis, and management. Skilled in merging data insights with project execution for improved outcomes. Proficient in cross-team communication and leveraging analytics for informed decisions. Eager to bring expertise in project coordination and data analysis to a dynamic team.

## PROFESSIONAL EXPERIENCE:

### Welknit Fab Llp | Oct 2023 - Present

#### Database Management Executive (Project Coordinator)

- Gathering the requirements from Ground Level.
- Preparing SOP, Documentation and Workflows of the processes.
- Collaborating with the Developers for the implementations.
- Regular Follow-ups for updates.
- Ensuring any Hardware requirements.
- Managing the Database.
- Ensuring the timely completion of the milestones.
- Proofreading of the articles for the Website.
- Ensure that the website is developed as per our expectations.

### Freelancer | Aug - 2022 to Sep - 2023

#### Business Development Executive

- Sending proposals on Upwork and Freelancer
- Lead Generation from Social Media Platform - LinkedIn
- Connecting with clients from Sign in to Sign Off Process (Relationship Building)
- Ability to ensure the timely delivery of the project
- Customer Feedback
- Collaborated with product managers to gather and analyze requirements, translating them into technical specifications for the development team.
- Coordinated with the marketing team to create content for promotional materials, social media, and the company website.

## EDUCATION HISTORY

### Shree RamKrishna Inst. of Computer Application and Applied Sciences

- M.Sc I.T.| June 2016- May 2018
- Post Graduated with First Class

### K. Girdharlal International Pvt. Ltd | 2022- Sep-2023

#### Project Coordinator

- Coordinated end-to-end project lifecycle, ensuring timely completion of milestones, tracking progress, and managing resources effectively.
- Collaborated with cross-functional teams, fostering communication and alignment to ensure project goals were met.
- Conducted regular status meetings and provided stakeholders with project updates, risks, and mitigation strategies.
- Contributed to process improvement initiatives by analyzing project data, identifying bottlenecks, and implementing streamlined workflows.

#### Data Analyst

- Collaborated with clients to understand their data requirements, ensuring the delivery of accurate and relevant analysis reports.
- Provided recommendations based on data-driven insights to improve operational efficiency and business strategies.

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### Gajera Vidyabhavan | 2019 - 2022

#### Digital Marketing Manager

- Strategized, developed, and managed paid digital marketing across Instagram, and Facebook with monthly budget.
- Curated social media content for Facebook, Twitter, Instagram, and LinkedIn.
- Created and implemented new digital marketing campaign strategies, including Google ads and Facebook retargeted ad campaigns.
- Maintained and updated website content and SEO.
- Interviewing the Candidate till the selection process.

### Empire Software | 2018 - 2019

#### Support Engineer

- Collecting Clients requirements for the Software Implementations.
- Ensuring the Details are correctly developed/ manual testing.
- Provide training to new staff.