

# Abhijeet Mhasde

Project Coordinator

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📍 Ahmedabad, India

📅 1997/12/20

🌐 Abhijeet Mhasde

## Profile

Dynamic and detail-oriented **Project Coordinator** with over 2 years of experience managing IT and EdTech projects, including **data scraping operations, e-learning course development, and LMS management**. Adept at handling **international clients across 8+ countries**, coordinating cross-functional teams, managing schedules, and ensuring seamless delivery of projects. Skilled in **project planning, risk mitigation, documentation, and stakeholder management**. Proven ability to optimize workflows, resolve blockers, and drive project success within tight deadlines.

## Professional Experience

2025/01 – present  
Ahmedabad, India

### Project Coordinator

Actowiz Solutions LLP

#### Project Coordination and Client Handling:

- Coordinated with international clients from **UAE, Saudi Arabia, Mexico, Malaysia, India, USA, UK, and Spain** for understanding project requirements, scope discussions, and workflow confirmations.
- Conducted **client kick-off meetings** to finalize project scope, clarify doubts, discuss additional requirements, and explain workflow structures.
- Maintained **proactive communication with clients throughout the project lifecycle**, providing regular updates, clarifications, and managing escalations.
- Successfully handled **7–8 concurrent client projects** at a time, ensuring balanced coordination, on-time delivery, and issue management.

#### Project Planning and Execution:

- Created dedicated **Slack channels** for every project, ensuring smooth internal communication and centralized progress updates.
- Collaborated with **Team Leaders, QA teams, and Solution Architects** to finalize workflows, risk plans, and implementation strategies.
- Managed and maintained **project schedules and delivery timelines** for projects with durations of up to **3 months**, ensuring deliverables met client expectations.

#### Progress Tracking and Reporting:

- Monitored the progress of **30+ projects covering 110 websites (100 unique)**, maintaining detailed status trackers and delivery logs.
- Managed **Bitrix tickets** for task allocation, status updates, and issue tracking.
- Prepared and shared **Minutes of Meetings (MoMs)** with clients after every call and kick-off meeting to ensure clarity on expectations and scope.
- Updated **project managers and leadership** on project progress, risks, and escalations requiring action.

#### Risk Management and Issue Resolution:

- Identified delivery risks, blockers, and client change requests; actively communicated them to **Team Leaders and Solution Architects** for resolution.
- Delivered **API endpoints** to clients, promptly addressing post-delivery issues via collaboration with developers and QA.
- Managed escalations for **priority and high-risk projects**, ensuring urgent blockers and client escalations were resolved efficiently.
- Coordinated with **Sales and IT teams** for proxy approvals, system requirements, and resource configurations.

**Documentation and Resource Management:**

- Prepared **project charters** with Team Leaders, defining scope, timelines, and responsibilities.
- Maintained comprehensive **spreadsheets** for project updates, delivery schedules, and issue logs.
- Documented all client communications, feedback, and scope changes for traceability and audits.

**Digital Tools and Platforms:**

- **Slack** for team communication and coordination.
- **Bitrix24** for task management, status tracking, and workflow monitoring.
- **MS Excel (Advanced)** for reporting, tracking, and schedules.
- Internal communication via email for IT support and system requests.

2023/01 – 2025/01  
Mumbai, India

**Associate Developer**

*LearningMate Solutions Pvt. Ltd.*

**Project Planning and Coordination:**

- Assisted in the creation and management of project timelines, milestones, and deliverables for digital learning modules and LMS integrations.
- Coordinated cross-functional teams to ensure timely completion of tasks and seamless execution of e-learning projects.

**Progress Tracking and Reporting:**

- Monitored project progress using KPIs, ensuring adherence to deadlines and budget constraints.
- Prepared and distributed detailed status reports, meeting agendas, and minutes to keep stakeholders updated.

**Communication and Collaboration:**

- Communicated effectively with internal and external stakeholders to gather requirements, provide updates, and address concerns.
- Worked closely with content owners and developers to resolve challenges in LMS implementation.

**Risk Management and Improvement:**

- Identified potential risks in project execution and recommended mitigation strategies to ensure smooth delivery.
- Suggested and implemented process improvements to enhance project efficiency and quality.

**Documentation and Resource Management:**

- Maintained a comprehensive repository of training materials, content assets, and project documentation.
- Created detailed process documents and workflows for effective project handovers and scaling.

**Digital Tools and Platforms:**

- Worked with tools like Jira for task management, tracking workflows, and ensuring task completion within deadlines.
- Familiar with LMS platforms such as [D2L Brightspace, Canvas, Articulate 360, Frost].

## Key Skills

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- Project Planning & Coordination
- Client Communication (International)
- Agile, Kanban, Scrum (Basics)
- Bitrix, Slack, Jira, MS Excel (Advanced)
- API Deliverables & Issue Resolution
- Cross-functional Team Collaboration
- Risk Management & Escalation Handling
- Documentation (MoMs, Project Charters)

- E-learning Content Development & QA
- LMS Platforms: Articulate Rise, FROST, D2L Brightspace
- Process Improvement & Reporting

## Education

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2019 – 2022	<b>Bachelor of Engineering</b>
Pune, India	<i>KJET's Trinity Academy of Engineering, Pune.</i> Civil Engineering
2014 – 2019	<b>Diploma in Engineering</b>
Pune, India	<i>SVCP, Sinhgad Institutes.</i> Civil Engineering

## Skills

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### Project Management Tools

Bitrix24, Jira, Slack, Trello

### LMS Platforms

Articulate Rise 360, FROST, D2L Brightspace

### Version Control

Git & GitHub (Basic)

### Soft Skills

Excellent communication, Quick adaptability,  
Multitasking, Problem-solving, Client Relationship  
Management

### Office Tools

MS Excel (Advanced), MS Word, PowerPoint, Google  
Sheets

### Web Technologies

HTML, CSS, Bootstrap (Basic), EPUB

### UI/UX Design Tools

Figma (Basic)

## Courses

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### Introduction to Project Management

### Agile with Atlassian Jira

### Advanced Microsoft Excel

## Awards

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### Spot Award

Received the prestigious SPOT Award for playing a critical role in a high-impact project, where our collaborative team achieved remarkable results. Successfully delivered the project ahead of schedule, demonstrating exceptional performance without compromising quality. Interestingly, the project was executed with almost zero errors, which contributed to an exceptionally satisfied client. This recognition highlights my commitment to excellence, teamwork and ability to consistently exceed project expectations.

## Declaration

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I hereby declare that the information provided in this curriculum vitae is true and accurate to the best of my knowledge.



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**Abhijeet Mhasde**  
Ahmedabad