



ROBIN GEORGE

PROJECT COORDINATOR & HR
OPERATIONS



17th Jan 1985



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Baner PUNE: 411045.

SKILLS

Language:

English, Hindi, Malayalam

Computer:

Diploma in Computer Science, from Aptech
Tiruvalla Kerala.

CERTIFICATIONS

2024: Advance Excel

2024: Power BI

EDUCATION

Bachelor of Commerce from Mahatma Gandhi
University, Kottayam, Kerala.

ACHIEVEMENT

2022-2024: 100 %

Compliance Audit Score

SUMMARY

Results-driven professional with extensive experience in Project Management Office (PMO) functions and HR Operations. Skilled in streamlining processes, coordinating cross-functional teams, and implementing strategic initiatives to enhance organizational efficiency. Proficient in workforce planning, talent management, HR compliance, and data-driven decision-making. Adept at managing budgets, creating project roadmaps, and ensuring alignment with business objectives.

WORK EXPERIENCE

Communications Test Design India Pvt Ltd Pune

Project Coordinator & HR Operations

MAY 2023 - Present

Significant contributions as a Project Coordinator Specialist in driving operational efficiency through successful project delivery, process improvements, audits, and system enhancements. Managed end-to-end project life cycles, optimized HR operations including payroll for 250+ employees, compliance audits, billing, and invoicing. Developed Power BI and Excel dashboards for real-time decision-making and automated HR processes using Excel, SQL, and Power BI. Proficient in managing multiple projects, negotiating vendor contracts, and implementing cost-control measures to achieve budget optimization.

Shro Systems Pvt. Ltd. Pune.

Project Coordinator & HR Operations

April 2021 - May 2023

As a Project Coordinator Specialist, delivered impactful projects to enhance operational efficiency, process improvements, and cost-saving initiatives. Expertise in managing end-to-end projects, including planning, execution, risk management, and change management, while supporting multiple projects simultaneously. Developed Power BI and Excel dashboards for real-time insights and automated HR processes using Excel, SQL, and Power BI. Experienced in HR operations such as payroll for 200+ employees, billing, compliance audits, onboarding, and HRMS management. Skilled in budget optimization, vendor negotiations, and cost control to ensure financial efficiency.

Falaj Jal Trading -OMAN MUSCAT

Admin Head, Billing & Networking

Nov 2014 - June 2020

Led a team to manage document handling, bank transactions, and cash operations efficiently. Oversaw customer account records, streamlined admin tasks, and guided daily team activities. Prepared accurate financial reports, resolved complaints effectively, and supported team success through proactive contributions.

Kailash Brahma Finance Pvt. Ltd-Pune

Branch Head & Accounts cum Admin Head

Oct 2012 - Oct 2014

Served as Branch Head and Accounting Executive, leading the Accounts Department to manage daily, weekly, and monthly chit fund transactions. Supervised a team in document handling, bank transactions, and cash operations. Maintained customer account records using customized software and Tally ERP. Managed the admin department, guiding and supporting the team in daily operations.

Sheeba Finance and Kuries Pvt Ltd- Pune

Branch Head & Accounting Executive

March 2007 - Aug 2012

Led the daily department, overseeing customer transactions and account records through Tally ERP and customized software. Verified confidential data and supported HR, managers, and employees on payroll and benefits. Managed a team handling fixed deposits, shares, cash, and documents. Coordinated administrative functions to ensure smooth operations.

Worked as Software Trainee in Nalanda ITC Ranny-Kerala

Software Trainee

Feb 2006 - July 2006

Worked as a Software Trainee at Nalanda ITC, Ranny, Kerala, teaching Windows XP, MS Office, and Visual Studio to students. I gained valuable experience at the start of my career.