

Lipika Pattanayak

✉ lipikapattanayak@yahoo.com

☎ +91 9716536359

Skills

- Project Management.
- Project Maintenance and Support.
- Team Management.
- Client Relationship Management.
- Knowledge of Project Management tools such as Zoho, Asana and Jeera.

Summary

Efficient Project Coordinator with 6+ years of experience in project management. I have successfully executed diverse project tasks to meet deadlines. I have worked in networking projects such as IIT Roorkee, Fire Suppression Projects such as Maruti, ITC Hotels, Hitachi, TCS, Club Mahindra etc., VR project such as IIT Hyderabad. Excellent communication skills, good at monitoring status and achieving key milestones. Enthusiastic problem solver and team player with planning and decision-making skills.

I am now seeking a full-time position that offers me growth, where I can utilize my interpersonal skills, time management and problem-solving skills.

Experiences



➔ August 2022 – November 2022

Project Coordinator, Intec Infonet – New Delhi

- Supervised multiple projects from project start through delivery by prioritizing needs and delegating assignments i.e. initial to end project management activities from SO/Tender receiving to Project Handover.
- Liaised between departments to facilitate communication and keep appropriate parties updated on project developments.
- Kept projects on schedule by managing deadlines and adjusting workflows.
- Provided input and feedback on departmental initiatives, directives and strategies to contribute to project success.
- Established rapport and engaged with stakeholders to build lasting professional relationships.
- Maintained database and spreadsheets with accurate inventory and status.
- Arranged travel and accommodation for team members and project partners.
- Tracked hours and expenses to keep project on task and within budgetary parameters.
- Created job files for each project and maintained current data in each file.
- Analyzed project performance data to identify areas of improvement.
- Reported regularly to managers on project budget, progress and technical problems.
- Monitored project progress, identified risks and took corrective action as needed.
- Tracked project and team member performance closely to quickly intervene in mistakes or delays.
- Scheduled and facilitated meetings between project stakeholders to discuss deliverables, schedules and conflicts.
- Developed and implemented project plans and budgets to ensure successful execution.
- Managed competing demands and professionally adapted to frequent change, delays and unexpected events.



➔ November 2019 – August 2022

Project Coordinator, Ceasefire Industries Pvt Ltd; Noida

- Supervised multiple projects from project start through delivery by prioritizing needs and delegating assignments i.e. initial to end project management activities from SO/Tender receiving to Project Handover.
- Liaise with clients to identify and define requirements, scope and objectives.
- Assign tasks to internal teams and assist with schedule management
- Liaised between departments to facilitate communication and keep appropriate parties updated on project developments.
- Budget management, controlling, tracking & consolidation
- Oversee project procurement management.
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement).
- Create and maintain comprehensive project documentation, plans and reports for records and review meetings.
- Audit NC closure such as ISO & LPCB.
- On-site support
- Managing Stock, Procurement, Storing and Supply.
- Kept projects on schedule by managing deadlines and adjusting workflows.
- Analyzed project performance data to identify areas of improvement.
- Tracked project and team member performance closely to quickly intervene in mistakes or delays.
- Verified quality of deliverables and conformance to specifications before submitting to clients.

**ADDRESS**

Pune, PIN - 411057

**PHONE**

+91 9716536359

**EMAIL**

lipikapattanayak@yahoo.com

**LinkedIn**

<https://www.linkedin.com/in/lipika-pattanayak-847668133>



VizExperts
Immersive Intelligence

→ **June 2018 – October 2019**Senior Project Coordinator at Viz Experts India Pvt Limited; Delhi

- Supervised multiple projects from project start through delivery by prioritizing needs and delegating assignments i.e. initial to end project management activities from SO/Tender receiving to Project Handover.
- Created project roadmaps for staff, defining specific milestones and timelines to encourage timely project completion.
- Authored best practice guidelines to participating project members, setting policies and protocols to maximize efficiency and reduce risk.
- Coordinated with finance department to deliver timely billing for milestone events during project development.
- Administered project management meetings to align support staff priorities with management goals.
- Oversaw multiple simultaneous projects, maintaining high levels of quality and producing excellent results.
- Defined onboarding process for new project members, communicating regularly with other departments to coordinate schedules.
- Published progress reports, updating senior leadership and stakeholders on overall project development.
- Handled risk management and take necessary actions to deliver the project on time.
- Managed full-cycle project development execution, maintaining strict quality control parameters throughout.

→ **September 2016 – July 2017**Assistant Coordinator at Allianz Worldwide Partners; Gurgaon

- Functioned as point of contact for customers seeking service.
- Performed work functions by creating, maintaining and closing service calls.
- Initiated contact with appropriate service providers to request referrals and followed up to confirm appointments.
- Prepared reports on service performance metrics and key indicators for management review.
- Conducting and documenting the survey in relation to Customer's experience towards Ford cars and Dealers.
- Follow up with the Ford Dealers and the Customers in case of any inconsistency in the services & accomplishing the solutions to the identified problems.

→ **February 2016 – August 2016**Assistant Sales Consultant at Policy Bazaar; Gurgaon

- Updating and selling car insurance plans to the customers as per their existing vehicle.



lipikapattanayak@yahoo.com



+91 9716536359

L I P I K A
P A T T A N A Y A K

Academic

Bachelor in Engineering:

**Manav Rachna
International University.**

B Tech (ECE)

New Delhi

INDUSTRIAL TRAINING



- ▶ Six months industrial training in LG, HA India Lab, Noida.
- ▶ Two months industrial training in Delta India Electronics Pvt. Ltd, Gurgaon.



→ ACHIEVEMENTS & AWARDS

- ▶ Awarded as a “Employee of the Month” for June 2019, Viz Experts India Pvt India Ltd.
- ▶ Awarded as a “Employee of the Month” for December 2018, Viz Experts India Pvt India Ltd.
- ▶ Awarded as a “Champ of the Month” for March’2017, Alliance Worldwide Partners.
- ▶ Volunteer in Entrepreneurship Development Centre, MRIU.

→ CORE COMPETENCIES

- ▶ Proficiency with Google Sheets, Zoho Projects & Books, Spice works & Asana.
- ▶ Proficiency with MS Office and advanced Excel skills.
- ▶ Excellent Presentation skills.
- ▶ Excellent in managing team.

PERSONAL SKILLS

- ▶ Keen interested in learning new technologies.
- ▶ Hard working, patience and problem solving.
- ▶ Good communications and organization skills.
- ▶ Can produce results under deadline constraints.
- ▶ Good team Player and a good listener.
- ▶ Adaptable to different circumstances.

HOBBIES

- ▶ Watching and reading interviews.
- ▶ Watching movies.
- ▶ Reading novels.



lipikapattanayak@yahoo.com



+91 9716536359

LIPIKA
PATTANAYAK