**Mukesh Yeshi**

Flat No. 7 Arjun Bhag Society Raikar Mala Dhayari, Pune Maharashtra -411041

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**OBJECTIVE:**

Seeking a position as a Project Coordinator, management team handling with Lead Works utilizing extraordinary skills in strategic project coordination in order to bring about project fruition.

**PERSONAL DETAILS**:

|  |  |
| --- | --- |
| **Date of birth :** | 10 March 1983 |
| **Gender :** | Male |
| **Marital Status :** | Married |
| **Nationality :** | India |

**EDUCATION:**

North Maharashtra University, Jalgaon Maharashtra

M.B.M. (Computer Management) 2006 – 2008

B.Sc. (Botany) 2003 - 2006

**CORE COMPETENCIES:**

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| --- | --- | --- |
| Customer service | Communication | Delivery Management |
| People Management | Project Coordinator | MS Word, Excel, PowerPoint |
| Planning | Coordination | Team Building |

**EXPERICES:**

**RCFC-WR, NMPB, SPPU 10 Sept. 20 - Still**

**IT Consultant, Pune**

* Consulting staff from different parts of a organization
* Analyzing an organization data
* Determining information system requirements and defining project objectives
* Designing, installing and trailing new systems and software, and fixing any issues that arise
* Compiling and presenting information
* Writing reports and documentation
* Repairing computer problems and removing viruses

**Dynamo & Co Aug 18 – Aug 2020**

**Project Coordinator, Nashik**

* Planning the project and implementation on field
* Coordination the project head and client
* Documentation and presentation to the client
* Create the new business and Marketing the company product

**CSC e-Governance Services India Ltd (CSC - SPV) Feb 17 – July 18**

**District Manager, Dhule**

* Supporting DeGS in Program management and last mile implementation in all the Gram Panchayats within the respective District Administration.
* Travel across the district at the Gram Panchayats to set up new CSCs and extend support to existing CSCs.
* Coordinating with State teams, CSC SPV teams and National team for smooth implementation of the project.
* These resources would be the first point of contact for redressing VLEs’ issues and the issues raised at the Help Desk.
* These resources would facilitate the capacity building and training activities conducted by CSC SPV and State/UT in the district for increasing sustainability of CSCs.
* Co-ordination with other State/UT departments along with the State teams for enablement of more services into the CSC platform and integrating existing services/portals into the universal CSC technological platform.
* Conducting regular field level assessments of CSCs within the district. It is proposed to provide Geo-Tagged application support to these resources for undertaking regular field visits of CSCs within their operational district providing a hand-holding support to VLE.
* Co-ordination with DeGS for review meetings on implementation progress within the district.
* Supporting DeGS in implementation, decision making and all other activities as assigned by the DeGS.

**Accenture Services Pvt. Ltd., Mumbai Jun 14 - Oct 15**

**Project Coordinator & Consultant**

* Extensive field monitoring with the teachers and government Educational Officers
* Assist with planning projects at districts level in Maharashtra on state government departments
* Coordinate all relevant departments’ activities to ensure smooth flow
* Held Continuous meetings with Government Officials for project success.
* Assist with project documentation
* Rolling out the program single handedly in 4 Districts of Maharashtra
* Managing a team of 50+ members at District Level.

**AV Industries Pvt. Ltd. Pune May 11** - Dec 13

**Technical support engineer**

* Kept and maintained project files
* Generated monthly progress reports
* Oversaw tracking system for projects
* Answered phones and directed calls
* Managed incoming mail
* Logged the issue in issue tracker
* To provide the software training to governments clerks and principles

**Prosoft Solution Ltd. Jun 08 -Apr 11**

**Team Leader**

* Define project resource requirements and implement project resource plans accordingly
* Monitor and effectively respond to team needs and potential problems
* Assisted in scheduling and coordinating project team meetings
* Maintained project database
* Tracked, prioritized and managed project related issues

**Mukesh Yeshi**