**MUKESH YESHI**

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***Professional Summery***

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

***Skill***

|  |  |
| --- | --- |
| * Project Planning | * Relationship Management |
| * People Management | * Project Coordination |
| * Technical Support | * Project Management |

***KEY QUALIFICATIONS*:**

* 7+ years functional experience in project coordination.
* Profound ability to interface and coordinate project scopes.
* Highly experienced in tracking and reporting on specific projects and assumed deadlines.
* In depth knowledge of coordinating activities between the operations departments.

To achieved the sales monthly targets and Company Task

***Education***

Master of Business Management (Computer Management), 2008

DES'S Palesha Institute of Management, Dhule, MH

Bachelor of Silence (Botany), 2006

SSVPS Science collage, Dhule MH

***Work History***

**District Manager, Dhule** **Feb 17 – July 18**

**CSC e-Governance Services India Ltd (CSC - SPV)**

* Maintained project quality with a hands-on management style.
* Spearheaded cross-functional initiative to achieve Government Services, Insurance, Banking, Educational, B2C Services, and Travel.
* 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.
* Working with DeGS for selection of VLEs, CSC locations and enabling factors ensuring smooth operations of CSCs.
* Sale out various type of product like Education, Banking, Agriculture, Medical, Government Services, Insurance through Common Service Centers.
* Co-ordination with DeGS for review meetings on implementation progress within the district.
* Initiated roll out of new enterprise online portal solution for sales reporting.
* Delivered customized and effective solutions to clients that met unique demands.
* Worked with support teams to resolve issues with product, service or accounting areas.
* Worked directly with Dhule District Collector and RTO Department Dhule to achieve G2C Services.
* Developed and rolled out new policies.

**Project Coordinator Mumbai June 15 – Oct 15**

**Manpower Group Services India Pvt.**

**Project: RSMA Education Govt. Of Maharashtra Mumbai**

**Sevarth Finance Department RDD Govt. Of Maharashtra Mumbai**

* Gathered and disseminated project materials at key points.
* Collaborated with project owners and team members to set challenging but realistic goals.
* Maintained project schedules by managing timelines and making proactive adjustments.
* Coordinated presentations for customers detailing project scope, progress and results.
* Directed onsite training for business users to maximize productivity.
* Held Continuous meetings with Government Officials for project success.
* Maintained schedules to ensure that important milestones were being met at every phase.
* Managed onsite personnel and liaised between team and senior management.
* Oversee inventory activities, including materials monitoring, ordering or requisition, and supply stocking or re-stocking.

**Consultant Mumbai Jan 14 – May 15**

**Fortitude InfoTech Private Limited**

**Project: RSMA Education Govt. Of Maharashtra Mumbai**

* 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 handed in 4 Districts of Maharashtra
* Managing a team of 50+ members at District Level

**Implementation Engineer, Dhule May 11** - Dec 13

**AV Industries Private Limited**

**Project: Sevart Finance Department Govt. Of Maharashtra Mumbai**

* Performed various tests on processes and prepared documents.
* Loaded baseline security data to client databases.
* Monitored the manufacture of electrical devices and operations to ensure compliance with safety protocols.
* Monitored installation and operations to consistently meet rigorous customer requirements.
* Wrote protocols, qualification documents, test plans and test reports for quality assurance purposes.
* Produced ad hoc reports and documents for senior team members.
* Copied, logged and scanned supporting documentation.
* Worked directly with District Treasury Department to achieve online payment system for Government Department employee and pensioner.
* Responded to customer requests via telephone and email.

**Team Leader, Nashik June 08 – April 11**

**Prosoft Consultant**

* Escalated issues to the proper supervisors when standard processes were not effective.
* Resolved customer service issues using company processes and policies and provided updates to customers.
* Researched product locations and if items were at a different facility, arranged for drop shipments.
* Maintained project database
* Worked with the project director on minor assignments
* Tracked, prioritized and managed project related issues
* Answered customer questions about product availability.
* Developed reputation as an efficient service provider with high levels of accuracy.
* Created and maintained an organized database to develop promotional sales.

**Mukesh Yeshi**