

SUMMARY	Motivated and detail-oriented Project Coordinator with over 1+ yearsof experience in Field. Adept at managing complex projects, coordinating cross-functional teams, and delivering results on time and within budget. Proven track record of improving efficiency and streamlining processes.			
EXPERIENCE	<div>Project Coordinator</div> <div>- Feb 2023 - Present</div> <div>Create and revise reports and presentations for team members across departments. - Collect data periodically to manage and evaluate project completion and success. - Assist project manager by scheduling meetings and contacting team members.</div>			
EDUCATION	<div>BCA</div> <div>DAV Velankar college of commerce Solapur Aug 2023 - Present</div>			
SKILLS	<div>Time management - <div></div><div></div><div></div><div></div><div></div></div> <div>Verbal and written communication -</div> <div>Organization - Report generation - [Any other relevant skills]</div>			
LANGUAGES	<div>English<div><div></div><div></div><div></div><div></div><div></div></div></div> <div>Hindi<div><div></div><div></div><div></div><div></div><div></div></div></div> <div>Marathi<div><div></div><div></div><div></div><div></div><div></div></div></div>			