

## SUMMARY

Motivated and detail-oriented Project Coordinator with over 1+ years of 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

### Project Coordinator

- Feb 2023 - Present

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.

## EDUCATION

### BCA

DAV Velankar college of commerce Solapur Aug 2023 - Present

## SKILLS

Time management -



Verbal and written

communication -

Organization - Report  
generation - [Any  
other relevant skills]

## LANGUAGES

English



Hindi



Marathi

