Parikshit Sureshrao Tayde

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14th February 1998

Objective:

Seeking a challenging position as a Project Coordinator where I can leverage my exceptional organizational skills, strong communication abilities, and proven track record of successfully managing projects to ensure efficient project delivery and contribute to the overall success of the team and organization.

Professional Experience:

1. **Organization** : **ADITYA INFONET**
   Designation : **STATE PROJECT COORDINATOR**
   Duration : **From 15TH JAN 2024 TO PRESENT**
   Job Profile : **PROJECT COORDINATOR**
   Location : **NAVI MUMBAI**

- o Assisted the project coordinator in planning, executing, and monitoring project activities.

- o Performed thorough analysis to bolster project planning and inform strategic decision-making processes.

- o Overseeing daily project progress to ensure milestones are met in a timely manner.

- o Furnishing comprehensive updates to project managers, state field engineers, and relevant team members.

- o Guaranteeing that team members are adequately equipped with necessary supplies and resources to fulfill their tasks punctually and within set parameters.

- o Coordinating the organization of data reports and the preparation of SD WAN & ATG, Automation & CCTV clearance emails.

- o Validating installed devices by collaborating with the original equipment manufacturer team.

- o Verifying site completion through GPS photos/videos, documenting configurations, and detailing CCTV, ATG, FCC, EPS, MMS, AMS, Router, POE, L2 Switches, NVR using a meticulous checklist.

- o Confirming configuration remotely.

- o Maintained records for Asset Inventory, Progress Report, Reconciliation Sheets, Extra Visit, and Man-days Updates.

2. **Organization   : MICROLINK SOLUTIONS PVT LTD.**
   Designation   : PROJECT ENGINEER
   Duration   : From 22nd AUG 2022 TO 11th DEC 2023 (1.5 YEARS)
   Job Profile   : PROJECT SITE ENGINEER / Team Leader
   Location   : NAGPUR

- o Handling Team

- o Oversee quality control and health and safety matters on site.

- o Resolve any unexpected technical difficulties and other problems that may arise.

- o Conducting device management Training to all employees

- o Setting their team's goals and communicating them effectively

- o Developing and implementing plans and strategies

- o Delegating responsibilities to team members according to their expertise

- o Responsible for Configure Different Devices.

- o Communicate project status, issue.

- o Provide technical expertise in Automation System.

- o Conducted root cause analysis for equipment breakdowns and implemented corrective actions.

- o Diagnosed and resolved technical issues, minimizing downtime and maximizing system uptime.

- o Provided technical support to end-users, addressing issues promptly and implementing solutions to enhance user experience.

- o Trained end-users on best practices for maintaining and using IT equipment.

- o Keep everyone informed about maintenance activities, schedules, and outcomes.

- o Prepare reports as required.

Strength:

- Team Handling

- Communication

- Technical Expertise

- Troubleshooting and Problem Solving

- Preventive Maintenance

- Team Collaboration

Key Achievements:

- Spearheaded the maintenance of critical production machinery, minimizing downtime and optimizing operational efficiency.
- Implemented a predictive maintenance program, resulting in a 25% reduction in unplanned equipment breakdowns.

Educational Qualification:

- Bachelor of Electronics Engineering completed from RTMN University in 2022.
- HSC Completed from Maharashtra State Board of Technical Education in 2015.
- SSC Completed from Maharashtra State Board of Technical Education in 2013

Operating Systems:

- Excel, Power Point, Word and Outlook.

Languages Known:

- Marathi, Hindi, and English.

Declaration:

I hereby declare that that the information provided above is true to the best of my knowledge.

Date   : 04/04/2024

Place   : Navi Mumbai

Parikshit Tayde