



SRUTHI VARGHESE

PROJECT COORDINATOR

PERSONAL SUMMARY

Technically sophisticated Project Coordinator with superior leadership, team building, communication, building comprehensive action plans, including resources, timeframes and budgets for projects; communicate effectively at all levels; manage competing priorities; and adapt readily to new challenges.

Currently looking for an opportunity that will allow me to work along with an expert team. Thereby helping to drive my career progression to more senior roles in the future.

PERSONAL DETAILS

Name: Sruthi Varghese

Place: Sharjah, Rolla, UAE.

Mob: +971 588310330

E-mail: sruthi.emil@gmail.com

DOB: 11/04/1988

Nationality: Indian

Passport No: P4631121

Visa Status: Family Visa

ACADEMIC QUALIFICATIONS

M.Tech – Masters in Technology in Computer Science

Vishveshwarya Technical University: Belgaum 2013-2015

B.Tech – Bachelor of Technology in Computer Science

Anna University: Thiruchirappalli 2007 – 2011

Higher Secondary Education.

State Board of Secondary Education 2005- 2007

WORK EXPERIENCE

SHAHID TECHNICAL CONTRACTING CO.LLC

PROJECT COORDINATOR

Dec 2016 – Present

Duties:

- Coordinating project schedules, resources, equipment and information.
- Liaising with clients to identify and define project requirements, scope and objectives.
- Assign tasks to internal teams and assist with schedule management.
- Help prepare budgets.
- Analyze risks and opportunities.
- Monitor project progress and handle any issues that arise.
- Act as the point of contact and communicate project status to all participant.

AREAS OF EXPERTISE

- Telecommunication
- Cloud Computing
- Data Mining
- Data warehousing

PERSONAL SKILLS

- Leadership
- Ability to work in a team
- Communication skills
- Problem-solving skills

LANGUAGES

- English
- Malayalam
- Tamil (speak)

KELTRON KNOWLEDGE CENTER

DATABASE ADMINISTRATOR

Jun 2011- Jun 2013

Gained valuable technical experience and also developed personal effectiveness within a corporate environment, along with an understanding of the company's core business activities.

Duties:

- Monitoring user access and security.
- Establishing the needs of users.

PERSONAL INTERESTS

- Reading
- Travelling

- Monitoring performance and managing parameters to provide fast responses to front-end users.
- Controlling access permissions and privileges.
- Developing, managing and testing back-up and recovery plan
- Ensuring the storage and archiving procedures are functioning correctly.
- Capacity planning.

KEY SKILLS AND COMPETENCIES

- Communication, teamwork and negotiation skills.
- Approach to problem solving and analytical skills.
- Take great pride in my work and have high personal & professional standards.
- Able to analyze and interpret complex information.
- Able to deal with highly confidential matters professionally & discreetly.

REFERENCE - Available on request.