

Gangai Nathan

66, ESN Nagar, Veppampattu, Tiruvallur- 602024

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Summary

Analytical, highly adaptable project coordinator with 6 years of experience facing challenges enthusiastically to achieve consistent quality results. Improves processes to maximize productivity and streamline cross-functional collaboration.

Experience

Suntara Cosmetics Pvt Ltd.
NPD - PROJECT COORDINATOR

Chennai

Sep 03, 2019 – 03 July 2020

Duties:

- Work closely with project manager, planning projects and preparing Documents.
- Project management and tracking multiple projects independently.
- Able to deliver the projects based on timelines.
- Develops and presents proposals and final agreements.
- Proactively interact and coordinate with recourses/stakeholders on related projects
- Coordinate with the development team and other functions to ensure smooth transition of projects in accordance with planned schedule.
- Handling third party vendors and creating month end activities.
- Provide high level administrative support to project team.
- Help manage relationships with various groups of internal and external stakeholders to migrate project risks and ensure that project objectives are met.
- Conduct meetings and distribute details to all project members.
- Regular meetings with the client on status update and preparation of weekly reports.
- Create project management calendar and file all project papers.
- Check the product quality before present to clients.
- Prepare the Project presentation for client meetings.
- Create Specifications for new products and create item code for each product with the help of data Development Team.
- Regularly track the projects and update the status to project manager.

Key Skills

- Recognize and build relationships with all Teams because that is most important for our success and strengthening.
- Schedule the New project work to all Departments
- Schedule the Project Plan & discusses with project manager.
- Prepare the Project presentation for client meetings..
- Excellent in presentation, written & verbal communication skills.
- Excellent people management skills to interact with colleagues cross functional teams and clients.

- Strong in problem solving, project coordination, analytical skills and thinking the out of box.
- Handling multiple projects
- Ability to work on tight schedule

Technical Skills

- Auto Cad
- MS – Word
- MS – Excel
- MS – Power Point
- Outlook
- Oracle – JDE

Experience

Noida Testing Laboratories PROJECT COORDINATOR

NOIDA. Sector - 117
August 2016 – Sep 01 2019

Duties:

- Based on client requirements design the new project Pipelines
- To ensure the project is running smoothly on time and to budget.
- Schedule the project to desired team, monitoring its progress and coordinating.
- Fix the Budget of the project and get approval from company executives
- Preparing presentations to update senior management on the project progress.
- Looking for ways to increase the projects profitability and reduce expenses where possible.
- Communicating and get approval from local authorities and government officials
- Regularly track the projects and update the status to project manager and Clients
- Set the team for new Projects and recruit effective employees
- Ensure the work environment comfortable to my team
- Regularly present the project status
- Weekly conduct the client meeting
- Give Proper Information about Projects to all other departments regarding their needs.
- Check the manpower & effective staffs
- Facilitate and maintain vendor relationships between business and suppliers, negotiation contracts, creating vendor standards and find the best available vendors.
- Identify and evaluate available suppliers for the necessary parts.
- Choose the most reliable suppliers that fit for the project needs & Validate compliance to requirements and regulations.
- Identify the certify qualified suppliers and Implement suppliers' ratings score.

- Take appropriate measures for controlling cost, reducing potential risks related to vendors.
- Ensuring excellent services deliverable and deriving value from vendors in the long run.
- Receive the sample from vendor and finalize.

Projects:

- Chennai to Salem 8way Green corridor (NHAI)
- Chennai to Trichy (NHAI)
- Madhya Pradesh world bank NH project
- Karur Via Salem project
- Tuticorin NH Project

Key Skills

- Written and oral communication skills.
- Teamwork.
- Problem solving.
- An investigative mind.
- Observation skills and critical thinking.
- Innovative thinking.
- Good with statistics.

KONAR MILK & KONAR'S LASSI:

CHENNAI

PROPRIETOR

June 2013 – June 2016

- Promote the brand, put effort into marketing and Provide excellent customer service.
- Experience in marketing and Analysis to study competitor market Trends.
- Maintaining effective relationship with corporate and event vendors.
- Digital Marketing
such as
 - Advertise on Facebook
 - Rank your Google My Business listing
 - Use Google Adwords
 - Grow your Organic social reach
 - Run a coupon Deal
 - Content Marketing.
- Sales Strategies:
 - People Buy Benefits
 - Clearly Define Your Customer
 - Identify the Problem Clearly
 - Develop your Competitive Advantage
 - Use Digital Marketing
 - Pick the Right Price
 - Proper Negotiation Techniques

- Make Effective Presentation
 - Offer Potential Customers Something Really Great, For Free
 - Give Your Customers the Inside Scoop
 - **Procurement Strategy:**
 - Conduct Internal demand analysis
 - Conduct a market assessment of the Supplier
 - Collect Supplier Information
 - Develop a sourcing Strategy
 - Implement sourcing strategy
 - Negotiate with supplier and choose a price
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- Maintaining the Housekeeping
 - Keep good relationship with all vendors.
 - Release the cheque at exact date in all vendors.
 - Track the quality of food and service.
 - Maintain petty cash.
 - Check the Electric maintenance and company Vehicles in correct time.
 - Track all the regular works by manual check list.
 - Conduct MR meeting in twice a month

Education

B.E Mechanical Engineering
Ams College of Engineering (Chennai)

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

B.S. Gangai Nathan

Place: Chennai