

SAJAL KHAN

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SUMMARY:

Innovative, results oriented project Coordinator with over four years of experience and a passion for building relationships and exceeding client and management expectations. Efficient and communicative project coordinator cum liaison officer with strong background coordinating business operation with internal and external stakeholder. Effective in serving as middle person in streamlining processes, resolving issues and improving communications. Strong skills in team building, communication and presentation, as well as inter-department and executive client relations and account management.

Working from last 4 years as Senior Consultant and senior Faculty (Project Coordinator) in one of India's largest manufacturer and producer of electronics components, Electronics Corporation of India Limited a GOI enterprise.

- Four plus years of experience in E-Governance Domain as Project Coordinator and knowledge in Systems Analysis and Design, Development and Documentation at various levels.
- Performed various electronics module installation and commissioning, MySQL software and database installation and upgraded various versions.
- Strong interpersonal, time management and organizational skills. Proven team player with strong ability to multitask
- Actively involved in making project calculations, execution and completion reports
- Possess sound knowledge of handling complete project life cycle
- **Having good knowledge in Electronic Voting Machine (EVM) & Voter Verifiable Paper Audit Trail (VVPAT)**
- A team player with sound analytical & problem solving skills

EXPERIENCE

AUGUST 2014 – MARCH 2016

SENIOR CONSULTANT, ELECTRONICS CORPORATION OF INDIA LIMITED

Project: National Population Register (NPR)

Responsibilities:

- Manage the project flow in various districts of West Bengal and multidisciplinary team activities.
- Working on NPR Project as Sr. Consultant Engineer/Database Developer in MySQL platform.
- Responsible for maintaining server and analyzing quality of data entered by operator.
- Supervising the field work as per the RGI norms.
- Heading & managing team of 130-150 personnel at block level.
- Drawing relevant conclusions from the reports developed/ submitted and providing the same to the top management for assisting their critical decision making process.
- Compiling large amount of primary & secondary data from different sources.
- Collecting data / facts, analyzing these to find root cause of business problems and then putting forward key findings to the management.

- Devising optimum ways and methods to improve the data hygiene and quality by cleaning up of junk data, standardizing & validating data, floating out data into relevant fields.
- Utilizing data profiling and data quality tools as well as various data sources to uncover and determine root causes of data quality issues.

APRIL 2016 – TILL DATE

SENIOR FACULTY (PROJECT COORDINATOR), ELECTRONICS

CORPORATION OF INDIA LIMITED-COMPUTER EDUCATION DIVISION

Projects: Various government founded SKILL DEVELOPMENT projects (likes NULM, ALIAH University, NSFDC, NSKFDC, MMA, WBSCL, WBSCST, Employment Exchange etc.) along with some Software implementation projects with some renowned Organization like Institute of Engineers (IE)

Responsibility:

- Identify Business opportunities for my company's Computer Education Division (CED) and submit tenders accordingly to get work orders.
- Maintained project schedules by managing deadlines and adjusting workflow as needed.
- Obtained documents, clearances, certifications and approvals from local, state and federal agencies.
- Developed and managed project planes while providing status update to management and gather progress reports monthly.
- Coordinated presentations for customers detailing project scope, progress and result.
- Monitored, managed and communicated strategic objectives. Managed up to 5 projects per year without hampering their work flow.
- Responsible for maintaining MIS reports and suggest improvements or changes required in our current processes by identifying areas that require our immediate attention.
- Focused on individual educational needs to maximize success.
- Served as mentor to junior team members.
- Effectively handled the communications between in-house team, clients and stakeholders.
- Communicated and coordinated with multiple departments regarding skill development projects.
- Developed positive vendor relationships.
- Supervised office renovation work by communicating with implementing agencies, obtain quotations and later on verify progress and release bills accordingly.

Within the tenure of my work in ECIL, several time I deputed as a EVM & VVPAT Engineer in Election duties.

EDUCATION

FEB, 2014

**POST GRADUATE DIPLOMA IN INDUSTRIAL AUTOMATION,
MSME INDO DANISH TOOL ROOM**

Complete my PGDIA Course with A+ Grade

It is a 6-month vocational training on PLC [S7-200, S7-300, Festo], SCADA, Pneumatics, Hydraulics, AC Servo Drives, CNC Programming, Operation & Maintenance [Turning and Milling], Auto-CAD [2D & 3D], Auto- CAD Electrical .

JULY, 2013

B. TECH, INSTITUTE OF ENGINEERING AND INDUSTRIAL TECHNOLOGY

Complete my B. Tech in Electronics and Communication Engineering with 7.19 CGPA

Attended 4 Weeks vocational training on Signaling System and Route Relay Inter-Locking System at Indian Railways, Asansol Division.

Attended 4 weeks vocational training on Wireless Communication System at Core Future.

Attended 4 weeks vocational training on Radio Broadcasting System at All India Radio, Asansol.

Worked on final year project Home Appliances Control using IR Module, Encoder Decoder Module as a Team Leader.

MAY. 2009

HIGHER SECONDRY, SREE SREE RAMKRISHNA VIDYAPITH

Subject: SCIENCE, Score: 57.00 %

MAY. 2007

SECONDRY, SREE SREE RAMKRISHNA VIDYAPITH

Subject: SCIENCE and All, Score: 75.00 %

SKILLS

✓ Team coordination	✓ Training proposals and tender preparation
✓ Schedule oversight	✓ Intuitive people management skills
✓ Stakeholder relationship management	✓ Training system scope
✓ Strong collaborative skills	✓ Training delivery
✓ Timeline management	✓ Strong collaborator
✓ Project planning and development	✓ Computer proficient
✓ Liaison expert	✓ Creative learning strategies
✓ Project documentation	✓ Detail-oriented

HOBBIES

Reading News Paper, Internet Surfing, Playing Cricket, Football

LANGUAGES KNOWN

English, Hindi and Bengali

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

DATE: / /2018

PLACE: KOLKATA

(SAJAL KHAN)