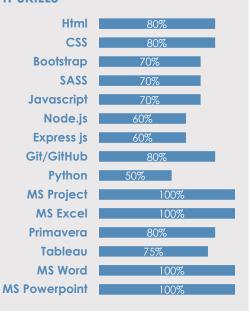


#### **IT SKILLS**



# **CONTACT**

PHONE:

+91-9847611062 +91-9895311062

WEBSITE:

https://ranjitkr87.github.io/html/

**FMAII** 

ranjitkr87@gmail.com

GITHUB:

https://github.com/ranjitkr87

# RANJIT RAJAN

# PROJECT COORDINATOR/WEB DEVELOPER (FRONT END)

# **PROFILE**

Competent, meticulous and result oriented front end web developer seeking to use proven web development and project management/coordination skills in IT industry. Have intermediate knowledge in backend web development technologies also.

#### **EDUCATION**

#### VSB ENGINEERING COLLEGE, KARUR, TAMILNADU

2004-2008

B.E Mechanical Engineering (63%)

# **CERTIFICATIONS**

# **GIT & GITHUB**

Git Certification competency development program from Konfinity

Git Going Fast: One Hour Git Crash Course by Jason Taylor

# **PRIMAVERA P6**

Primavera (P6) Professional Certificate of completion from Cadd Centre

#### MS. PROJECT

MS Project Professional Certificate of completion from Cadd Centre

# **AGILE SCRUM MANAGEMENT**

Complete agile scrum management and Kanban from Omni Academy

# **BUSINESS INTELLIGENCE / ANALYST**

The Business intelligence analyst course 2020 from 365 Careers

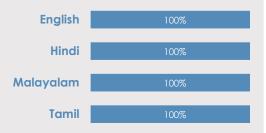
#### **PYTHON**

The Python Bible from Internet of Things Academy

#### **OTHER SKILLS**

- Waterfall, hybrid and agile management skills
- Planning Tools
- Data Visualization
- Goal driven
- Ability to work effectively both independently and as part of a team.
- Handle pressure situations and tight deadlines.
- Effective time management skill.
- Exceptional verbal, written and presentation skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.

#### **LANGUAGES**



#### **INTERESTS**

Web Development New Technologies Philately Travel

#### **WORK EXPERIENCE**

#### **BLUESTAR INDIA - PLANNING ENGINEER**

May 2019 - May 2021

#### **HERTEL ALTRAD - PLANNING ENGINEER**

Jan 2018 - April 2019

# **HERTEL OTC - PROJECT ENGINEER**

Jan 2015 – July 2016

# **GLOBAL CONSTRUCTION COMPANY - PROJECT ENGINEER**

Jan 2013 – July 2015

# **KAEFER - PLANNING ENGINEER**

Jan 2012-Dec 2012

#### **HERTEL MSL - SITE ENGINEER**

Oct 2009 – May 2011

#### V.D. SWAMY& CO LTD - BOILER MAINTANANCE ENGINEER

Aug 2008 – Aug 2009

# **JOB RESPONSIBILITIES**

- Documentation, tracking, highlighting, escalating and managing activities from kick-off through go-live.
- To be a part of Project Management team and ensure on time, within Budget and Quality project delivery.
- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Project Plan Updates and reporting on baseline vs actual.
- Schedules and coordinates problem review/s and follows up on assigned actions.
- Organizing, attending, and participating in stakeholder meetings.
- Develops and maintains project documentation.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Specification Requirement Gathering from client.
- Coordinating with departments and clients to ensure Deliverables.
- Determining project changes.
- Providing administrative support as needed.

#### **PERSONAL DETAILS**

NAME RANJIT K.R
DATE OF BIRTH 17/02/1987
MARITAL STATUS Married
PASSPORT NUMBER S5024458
PASSPORT VALIDITY 19/07/2028
PLACE OF ISSUE Cochin
DATE OF ISSUE 20/07/2018

#### **REFERENCE:**

#### Renjith Kurup,

Project Manager, Bluestar, India, Tel: +91-8594010777,

Email: renjithkurup@bluestarindia.com

- Serves as point of contact and communicate project status to all participants.
- Serves as point of contact for project information and updates.
- Publishing Dashboards and periodic reports.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately.
- Assess project risks and issues
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.
- Arranges and/or delivers training.
- Register issues, risks, lessons learned etc. and provide solutions where applicable.
- Other duties as required by project and management.