



# Shirin K

Sharjah, UAE

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## Objective

Project Coordinator with 1 year of experience in managing project and procurement operations. Proven skills in task management, workflow optimization, supply chain management, and strategic decision-making. Proficient in maintaining documentation and ensuring smooth day to day operations. Seeking to leverage my skills in operations, logistics, supply chain management, and project management for organizational growth.

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## Experience

- **UL Technical Solutions pvt Ltd Calicut, Kerala, India.** 2023 - 2024  
Project coordinator
  - Evaluated, and purchased materials, or services required for projects.
  - Assisted in task planning, including defining project scope and goals.
  - Created and maintained project schedules, ensuring that tasks were completed on time.
  - Coordinated resources, including team members, equipment, and materials.
  - Facilitated communication between team members and management.
  - Identified and managed task risks, and implemented mitigation strategies.
  - Maintained project documentation, including plans and reports.
  - Monitored task progress and ensured that deliverables met quality standards.
  - Provided regular updates to management on task progress.
  - Coordinated daily administrative mails and material request for project department activities & cooperate events.

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## Education

- **KTU University, Trivandrum, Kerala, India.** 2021-2023  
MBA - Operations & Finance
- **Anna University, Chennai, Tamil Nadu, India.** 2017-2021  
BE - Electronics & Communication Engineering

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## Technical Skills

- Microsoft Tools - Excel, Word, PowerPoint and Outlook.
- PMO - Scrum, jira software & Microsoft Planner.
- Data visualization tools - Tableau and Power Bi

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## Skills

- Coordination and Scheduling
- Procurement and Sourcing
- Inventory Control and Optimization
- Task Prioritization and Deadline Management
- Workflow Optimization & Day to Day Operations
- Decision making & Detail oriented

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## Projects

- **"A STUDY OF SUPPLY CHAIN MANAGEMENT PRACTICES IN KELTRON ELECTRO CERAMICS LTD KUTTIPPURAM"**  
*Keltron Electro Ceramics Ltd, Kerala, India.*  
Supply chain management gives firms the ability to evaluate their existing production processes and inefficiencies and choose the best course of action to solve the problems of the company's product and profitable.
- **"SMART WEARABLE: WOMEN SAFTEY JUST ONE CLICK AWAY"**  
*EASA College Of Engineering, Tamil Nadu, India.*
  - The purpose of this device is to safeguard women in the event they might face any danger.
  - The device uses IoT to communicate with the secure channels and to send alerts to them.

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## Certifications

- **Supply Chain Logistics**  
Rutgers the state university of new jersey offered through Coursera
- **Artificial Intelligence & Machine Learning**  
Sinrorobotics Pvt Ltd Kerala, India

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## Achievements & Awards

- **MBA - BEST PROJECT AWARD JULY 2023**  
MES College of Engineering, Kuttippuram, Malappuram, Kerala.  
Project Title: **"A STUDY OF SUPPLY CHAIN MANAGEMENT PRACTICES IN KELTRON ELECTROCERAMICS LTD KUTTIPPURAM"**

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## Languages

- English
- Tamil
- Malayalam

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## Personal Details

- Date of Birth : 06/05/1999
- Marital Status : Married
- Nationality : Indian
- Gender : Female
- Visa Status : Visit Visa