**Saptak Mondal**  
Phone: +91 74393 58307  
Email: saptakmondal.official@gmail.com  
LinkedIn: [linkedin.com/in/saptak-mondal-33ab90253](https://linkedin.com/in/saptak-mondal-33ab90253)

**Objective**  
A motivated 3rd-year Computer Science student seeking the role of Project Coordinator to leverage my technical expertise, organisational skills, and project management experience. I am focused on driving successful project outcomes by ensuring efficient planning, risk management, and adherence to timelines and budgets.

**Education**  
**Gurunanak Institute of Technology**  
B.Tech in Computer Science Engineering  
Expected Graduation: April 2026

* Relevant Coursework: Advanced Data Structures & Algorithms, Advanced Approximation Algorithms
* Training: Generative AI, AI Tools

**Skills**  
**Project Management**: Time Management, Task Coordination, Risk Management, Agile Methodologies  
**Technical Skills**:

* Programming Languages: C++, Java, Python, JavaScript (Full Stack)
* Frameworks: Node.js, React
* Web Technologies: HTML, CSS, JavaScript
* Databases: SQL, DBMS  
  **Tools**: Microsoft Project, Microsoft Planner, Trello

**Certifications**

* Advanced Data Structures & Algorithms (Coursera)
* Advanced Approximation Algorithms (Coursera)
* Generative AI & AI Tools (Coursera)

**Projects**  
**eCommerce Website Development**

* Led the development of an eCommerce platform, overseeing project planning, scheduling, and team coordination to meet project milestones effectively.

**Experience**  
**Hackathon Team Lead**

* Directed a multidisciplinary team to successfully deliver a project under stringent deadlines, managing task distribution, progress tracking, and risk mitigation.

**Extracurricular Activities**

* Active in cricket and music, demonstrating leadership, teamwork, and strategic thinking in non-academic environments.

**Additional Information**

* Exceptional organisational and multitasking capabilities.
* Strong client-facing skills with experience in project documentation and stakeholder communication.

**References**  
Available upon request.