**Oly Dey**

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**OBJECTIVE:**Seeking a position as a Project Coordinator with Lead Works utilizing extraordinary skills in strategic project coordination in order to bring about project fruition.

**KEY QUALIFICATIONS**

• Three years of functional experience in project coordination  
• Profound ability to interface and coordinate project scopes  
• Highly experienced in tracking and reporting on specific projects and assumed deadlines  
• In depth knowledge of coordinating activities between the R&D, marketing and operations departments

**RELEVANT SKILLS**

• Strong project management skills  
• Demonstrated ability to research and consolidate information  
• Ability to maintain confidential information  
• Exceptional communication skills  
• Excellent organizational and time management skills  
• Ability to manage complex spreadsheets

**EMPLYMENT HISTORY**

**Webdesk Technologies** 2013 – Present  
**Project Coordinator/** **Business Development Executive**

**Job Descriptions**

• Making an analysis of customer's requirement  
• Preparing the demo according to the customer's need.  
• Coordinate with the designing department to make sure that the customer gets what they wants.

• Assist with planning projects  
• Assist with project documentation  
• Ensure all commitments are met in accordance to the goals and objectives of the project  
• Prepare reports on project financial aspects and progress  
• Manage and coordinate change activities  
• Assist with project closure activities  
• Coordinate all relevant departments’ activities to ensure smooth flow

**Projects Handled:**

1. [www.howrahcitypolice.in](http://www.howrahcitypolice.in)
2. [www.traffic.howrahcitypolice.in](http://www.traffic.howrahcitypolice.in)
3. [www.emdp.co.in](http://www.emdp.co.in)
4. [www.s24pgspolice.org](http://www.s24pgspolice.org)
5. [www.sharbaristudio.com](http://www.sharbaristudio.com)
6. [www.amalindatta.com](http://www.amalindatta.com)
7. [www.kucholeder.in](http://www.kucholeder.in)
8. [www.spryexport.in](http://www.spryexport.in)
9. [www.urnas.in](http://www.urnas.in)
10. [www.brand-potential.co.uk](http://www.brand-potential.co.uk)
11. [www.loveburton.co.uk](http://www.loveburton.co.uk)
12. [www.akmetals.co.uk](http://www.akmetals.co.uk)
13. [www.flowerzncakez.com](http://www.flowerzncakez.com)
14. [www.miramarmonalisa.com](http://www.miramarmonalisa.com)

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Board/ University** | **Year** | **Examination** | **Division** | **Percentage** |
| University of Calcutta | 2012 | B.SC Hons Graduate ( Geography) | 2nd | 45% |
| W.B.C.H.S.E | 2009 | Higher Secondary | 1st | 71.2% (Best of Five) |
| W.B.B.S.E | 2007 | Madhyamik | 1st | 65.25% |

**PERSONAL INFORMATION**

• Father's Name : Mr. Sujit Dey  
• Date of Birth : 13th September 1991.  
• Languages Known : English,Hindi,Bengali

• Hobbies : Singing, Traveling, Listening Music.

Thank You

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