MD IMRAN QUADRI

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Carrier Objectivities

Seeking a challenging career in Project Coordinator with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organisation. . .

# WORKING EXPERIENCE

# Currently working with Shine City Pvt Ltd Lucknow. 15t Sep 2015 to Till Date.

Project coordinator

# Electrosteel Steels Limited

# Bokaro -JH

Project coordinator

# 17th Aug 2010 to 10th

# Sep2015

# EDUCATIONS SUMMARY

# MBA -Human Resource Alagappa University, secured 2nd division year 2010

# Graduation (History-Hons) from V.K.S. University secured 2nd division in the year 2007

# Intermediate of Science from B.I.E.C Patna, secured 1st division in the year 2003

# Matriculation from B.S.E.B Patna, Secured 2nd division in the year 2001

# IT SKILLS:

# Operating Systems : Windows 98/2000/XP/2007.

# Applications : SYSTAT 8.0, MS Office, Internet Applications, SAP.

Career Summary

* Responsible for assisting the Project Manager in supporting the company’s mission and values

Key Responsibilities Handled

* Work closely with project manager
* planning projects and preparing documents
* Prepare financial and progress reports and communicate information about these to relevant staff
* Communicate requirements to relevant departments and employees to keep progress on track
* Created PowerPoint presentations for project meetings
* Created monthly progress reports and communicated results to appropriate staff
* Performed general office support and administrative tasks as requested, including answering and directing phone calls
* Kept and maintained project files

Monitored project tracking systems

Performed general office support and administrative tasks as requested

* Excellent time management and organization skills
* Implementing safety programmes
* Supervising the day to day activities of junior staff
* Communicating effectively with co-workers, clients and sub-contractors
* Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
* Organizing, attending and participating in stakeholder meetings.
* Documenting and following up on important actions and decisions from meetings.
* Preparing necessary presentation materials for meetings.
* Ensuring project deadlines are met.
* Determining project changes.
* Providing administrative support as needed.
* Undertaking project tasks as required.
* Developing project strategies.
* Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
* Assess project risks and issues and provide solutions where applicable.
* 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

PASSPORT DETAILS

Passport No : N4367684

Date of Issue : 29/12/2015

Date of Expiry : 28/12/2025

Place of Issue : RANCHI

PERSONAL INFORMATION

Father’s Name : Lt. Abdul Bari

Date of Birth : 10th January 1987

Nationality : Indian

Marital Status : Single

Hobbies : Playing cricket

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| --- | --- | --- | --- | --- |
| Language /Ability | English | Hindi | Urdu | Arbic |
| Reading |  |  |  |  |
| Writing |  |  |  | X |
| Speaking |  |  |  | X |

### DECLARATION

### I do here by declare that all the information provided in above is true and correct to the best of my knowledge.

MD IMRAN QUADRI