**AREAS OF EXPERTISE**

*Project coordination, Risk management Quality assurance Performance reviews*

*Procurement strategy Execution planning Organization, planning and priority setting Operations Management, Chain Management, Material management –Warehousing & Dispatching. Financial Management–Estimating, Costing, Budgeting, Billing*

**PROFESSIONAL**

*Electrical engineering with 6 years 6 months of experience in Telecom project, O&M and Solar project and O&M*

**PERSONAL SKILLS**

*Effective time management Multi-tasking Pro-active*

**PERSONAL DETAILS**

*Narendra Singh*

*4/188 L-I Sangam Vihar, New Delhi, 110062*

*M:+959970329860*

*E:naindy88@gmail.com*

*DOB: 26/06/1989*

*Passport: Yes*

*Nationality: Indian*

**PAST SUMMARY**

**ZAMILINFRA PVT LTD**.

**Dec-2009 to Jun-2011**

NCELL Project Nepal- Engineer Operation

**ZAMILINFRA PVT Ltd.**

**Jul-2011 to Mar-2013**

Solar Projects India – Sr. Engineer Project

**ZAMILINFRA Pvt. Ltd**

**Apr-2013 to Nov-2014**

Telecom Operation & Maintenance Gabon Airtel – Sr. Engineer/ Ast Manager

**PERSONAL SUMMARY**

*A result driven, self-motivated and resourceful Project Coordinator with a positive team approach. Proven experience in effectively interfacing with all levels of management, employees, other departments and external vendors. Areas of strength include professionalism, high level organizational skills, detail oriented, multi-tasking capabilities, telephone etiquette and ability to adapt to change. Extensive experience in the use of computer. Now looking forward to a making a significant contribution with an ambitious company that offers opportunities for progression.*

**WORK EXPERIENCE**

MKG Group ***– Myanmar***

***Project Coordinator December2014 to Present***

*Overseeing and coordinating the day to day running of projects by assisting project managers and senior managers. Also involved in the development, updating and monitoring of business and action plans.*

***Duties****:*

* *Assisting and supporting the Project Manager in their daily duties.*
* *Ensuring that relevant management information is captured and analysed.*
* *Providing project support to senior Project Managers. Reviewing the efficiency and effectiveness of service delivery.*
* *Responsible for handling the projects finances.*
* *Acting as administrative support to Project Managers and Directors on projects. Identify, analyze, prioritize, mitigate and communicate project risks.*
* *Helping the Contract Manager with the development of operating procedures.*
* *Writing up documentation for safety procedures.*
* *Communicating with project manager to report on project status.*
* *Resolving any financial queries that are raised.*
* *Involved in Coordinating projects from inception to completion.*
* *Developing training and briefing material for staff. Leading and organizing a team.*
* *Keeping in close contact with key project members and decision makers. Involved in interpreting performance data and translate this into practical improvements.*

**KEY SKILLS AND COMPETENCIES**

* *Self-motivated with a flexible attitude, and be able to adapt quickly to change.*
* *Leading, engaging and building confidence in project staff.*
* *Having exceptional interpersonal, communication and motivational skills.*
* *Proven ability to stay within approved budgets, schedules & achieve objectives*

**ACADEMIC QUALIFICATIONS**

*3 Year diploma in Electrical Engineering*

*Uttarakhand Technical University 2006 - 2009*

**REFERENCES –** *Available on request*