

Mohammed Riazuddin

Project Coordinator

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Objective

To obtain the position of Project Coordinator where I can apply my 4.0 years of experience in project management and make a significant contribution in organizing and controlling project activities.

Summary

Project Coordinator with __ years of experience with small businesses and sales/support divisions. Experienced in planning, resource and documentation management. Known for being responsible, organized and stress-resistant.

Experience

DC Tech Solutions Pvt Ltd – [Hyderabad]

Project Coordinator, August 2017- Present

Managed multiple small to medium-sized web-based software development projects to successful implementation.

Duties:

- Conducted project kick-off meetings, defined project objectives and scope, tracked risks, assumptions, and managed detailed project schedules using Microsoft Project. Create, schedule and assign tasks.
- Developed and maintained productive working relationships with project owners, business functions, IT developers, vendors, and other project stakeholders.
- Conducted regular meetings, facilitated communications, ensured coordination, and cooperation among team members.
- Planned and facilitated project review meetings to expedite requirements and resolution of project issues.
- Guided the team on resource requirements, methodologies, tasks, dependencies, deliverables, risks, and other issues through the life of the project.
- Established customer expectations of project scope, deliverables, procedures for project communications and dissemination of information for team members.
- Work with resource manager/departments heads to acquire project team
- Create, schedule and assign tasks.
- Work with team to make sure that project is on track, to remove impediments, provide resources and data needed.

Satya Technoid Pvt Ltd – [Hyderabad]

PROJECT Coordinator, June 2014 – August 2017

Have lead more than 150 + website with a dedicated team which includes all websites both large and small scale. Coordinated various executive projects including Initiation, Project planning, project scheduling, Project resources, project documentation and Project delivery.

Duties:

- Report to Head of Sales Department on project status, progress, budget, as well as on team member's performance and procurement status.
- Analyze project requests from management to identify project goals and objectives
- Work with resource manager/departments heads to acquire project team
- Create, schedule and assign tasks.
- Work with team to make sure that project is on track, to remove impediments, provide resources and data needed.
- Communicate to all project Clients on project progress and risks, collect feedback
- Managed deliverables, resource calendars, and expense reports.
- Testing/ suggesting changes the Quality of the work once finished by the team.
- Handling customer support services for amazon seller accounts based in UK.
- Resolving customer queries via email or call.
- Handling complete admin end for 3 ecommerce websites based in UK.

Allsec Technologies – Hyderabad

Customer Care Executive, September 2010 – April 2012

Answering inbound calls in their daily routine of Customer calls. Resolving customer queries and problems over the phone with accurate solution and information.

Duties:

- Answering inbound Calls.
- Resolving Customer issues over the call.
- Informing customers about the new and ongoing offers.
- Maintaining database of all the calls answered.
- Ensuring customer is satisfied with the accurate solutions
- Raising request and complaints if required.
- Handling Escalation calls.

Education**Bachelors Degree in Information Technology from**

JNTU University 2010 – 2014.

Skills

- Self-motivated
- Adaptive to change
- Stress-resistant
- Exceptional communication skills
- Analytical thinking
- Able to think outside of the box

Technical Skills

- Good Knowledge about Hosting, Domain and email servers.
- Handling the domain Transfer in & transfer out.
- Configuring databases in the hosting servers (Mysql server).
- Good Knowledge on HTML Boot Strap & PHP.
- Handling and testing the back ends (CMS & zend Frame work for ecommerce website) of the website.
- Knowledge in Jira, Git hub, Bit Bucket to record the works assigned to the developers.

Projects

I have successfully completed more than 150 + websites as a Project Lead. Few of them are mentioned below.

1. Waterloo cars.co.uk
2. Minicabinwaterloo.co.uk
3. Goldcarehomes.com
4. Kidzdom.co.uk
5. Paragoohn.com
6. Austindavidapartments.com
7. Bloomingdaleresidential.london
8. Akaditi.com
9. Scrumdaylondon.com
10. Scoopsgelato.co.uk

Hobbies

Playing Cricket , Chess, Caroms, Watching movies.

Place:

Date:

Signature

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