UDIT JAIN | PROJECT COORDINATOR

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PROFESSIONAL SUMMARY

Enthusiastic and creative Project Coordinator with 3 years of experience seeking to utilize creative thinking to drive efficient and effective outcomes. Adept at problem-solving project conflicts and maintaining regular communication between development teams, leaders, and project managers.
As an experienced Project Coordinator, I excel in coordinating project schedules, resources, equipment and quality for successful project completion.

CORE COMPETENCIES

- ✓ Project Management & Coordination
- ✓ Creative Thinking & Continuous Learning
- ✓ ASP.NET Development
- ✓ Attention to Details
- ✓ Content Writing
- ✓ Strategic Planning & Process Improvement
- ✓ Communication & Collaboration Skills
- ✓ Quality Assurance
- ✓ Data Entry & Analysis
- ✓ Purchase orders
- ✓ Stakeholder Management
- ✓ Client Handover Process

PROFESSIONAL EXPERIENCE

9 Series X Minotti (collaboration)

Project Coordinator | 14 June, 2025 - 13 December, 2025

- Coordinated in the development of custom ERP system practicing agile methodology which automates quotation for sales team.
- Developed and deployed website for the same client utilizing web development skills to
- enhance the clients digital presence.
- Manual testing for ERP system & website, collaborating with developers to track and resolve issues identified before & after deployment.

B Creative Solutions

Project Coordinator | 20 Aug, 2024 - 06 June, 2025

- Oversee and manage mobile apps and assuring support service for websites to ensure optimal functionality.
- Ensure quality of work when work upon completion by implementing quality assurance.
- Collaborate with cross-functional teams to clarify requirements, update mobile applications and develop new features.
- Handling whatsapp blast for various companies, and assuring the reports with results.

Megh Technologies (Contract based)

Project Coordinator | 13 Jul, 2023 - 16 Aug, 2024

- Contract based opportunity.
- Oversee and manage core web services and websites to ensure optimal functionality.
- Ensure quality of work when work upon completion by implementing quality assurance.
- Collaborate with cross-functional teams to clarify requirements, update websites and develop new features.
- Handling SEO related technicalities, by improving search issues on web, assuring the reports, Social media appearance.

Thank you for acquiring time to explore my resume. If you have any questions, please reach out.

Injala Company

Software Development | 20 Nov, 2022 - 26 Jul, 2023

- Acknowledged the basics of frontend languages, C# and ASP.NET by successfully completing tasks given by mentors.
- Acknowledged software requirement gathering techniques, and utilized CSS, Javascript, MSSQL Server, ASP.NET with C#. Wrote SQL queries and fetched various required data.
- Tracked bugs, resolved them, and conducted rigorous quality assurance.

RELEVANT QUALIFICATIONS

PMP Basics

PMI - RMP

PMP 101 : Training

Conflict Management

ChatGPT for Excel

Zoho Projects

PRINCE2

Project Quality Management

Software testing & Quality Management

Data Visualization with Power BI

Power BI Projects

OTHER INSIGHTS

Languages   ASP.Net, JAVA, PHP, SQL, C++, Frontend languages, R Studio

Verbal Languages   English, Hindi, Gujarati

EDUCATION

2023 | Sardar Vallabhbhai Patel Institute Of Technology, Anand

2017 | Parul University, Vadodara

2016 | Convent of Jesus & Mary, Anand