



# AAKIF HUMMAID

PROJECT COORDINATOR

## HOW TO REACH ME

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## SKILLS

- Attentive Listener
- Quick Learner
- Communication skills
- Determined to learn
- Time management
- Requirements gathering
- Report generation
- Vendor management
- Multitasking
- Planning skills

## COMPUTER SKILLS

- MS OFFICE
- TALLY
- HTML
- CSS
- MYSQL
- JAVASCRIPT
- JAVA

## PROFILE

Highly adaptable relationship builder, communicator , problem solver , and cross - functional, organizational leader with a career narrative of driving business outcomes through effective project management. Managed ERP project across by engaging with a team , understanding business objectives , resources, Day-to-day planning and executing strategic and tactical priorities.

## WORK EXPERIENCE

### PROJECT COORDINATOR - ERP SOFTWARE

AXA LEATHER GROUP Feb 2021 - PRESENT

- To enter services projects, resource planning, purchase orders, and time management, I used business software applications.
- Responsible for the coordination of all delivery activities for projects.
- Anticipated and identified issues and risks inhibiting the attainment of project , developed and implemented corrective action as necessary.
- Supported the system testing team and worked on application bug fixes.
- Responsible for preparing paperwork such as weekly and monthly production reports (using Microsoft Word and Excel).
- Throughout management, track and report on project progress for new features and enhancements.
- Maintain a database, keep track of correspondence, and use collaboration software.
- Responsible for managing and coaching 3 junior project coordinators.
- Supported and assisted the project manager and Business analysts in delivering projects to our business group.
- I used to report all project-related data to the company's managing director at the end of each month.

## EXTRA-CURRICULAR ACTIVITIES

- Participated in two days workshop in " Ethical Hacking"
- Participated in one day workshop in " Google firebase"

## LANGUAGE KNOWN

- English
- Hindi
- Tamil
- urdu

## PERSONAL PROFILE

Date of Birth : 18-April-2001  
Marital status : Single  
Nationality : Indian

## Administrative assistant (PART TIME)

AXA LEATHER GROUP APRIL 2018 - Feb 2021

- Provides administrative help to ensure that the office runs smoothly.
- Read and analyze incoming memos , submissions , and to determine their significance and plan their distribution.
- Prepare invoices , reports , memos , letters , financial statements and other documents , using word.
- Open , sort and distribute incoming correspondence , including mail.
- File , and retrieve corporate documents , records and reports.

## EDUCATIONAL TRAINING

B.sc (computer science) 2018-2021  
Islamiah College (Autonomous)

## CERTIFIED COURSE

- AWS FUNDAMENTALS : GOING CLOUD NATIVE - COURSERA
- AWS FUNDAMENTALS : SECURITY RISK - COURSERA
- FUNDAMENTAL OF DIGITAL MARKETING - GOOGLE
- FRONTEND FUNDAMENTALS - PIRPLE

## DECLARATION

I hereby declared that all the information furnished above is true and correct to the best of my knowledge.

**AAKIF HUMMAID**