

LEELASOUNDARYA NARAYANAN

PROJECT COORDINATOR

CONTACT

8072826525

soundaryanarayanan.leela@gmail.com

Lion city, Thirunagar,
Thiruparankundram

EDUCATION

2015 - 2018

- Information Technology

SKILLS

- Project Management
- Time Management
- Team Engagement
- Procurement Management
- Candidate Profile sourcing
- Candidates record maintenance
- Scheduling Technical interview
- Candidate follow-up
- Employee orientation

LinkedIn

leelasoundarya-narayanan-107645147

PROFILE

Experienced Project Coordinator with a strong track record of overseeing successful completion of projects and events. Proven ability to track and coordinate project activities, communicate effectively with teams, and ensure timely delivery. Proficient in utilizing project management tools. Seeking opportunities to leverage my expertise in project coordination, event management, and HRM to contribute to organizational success. Eager to apply my skills and knowledge to drive project success and enhance team performance.

WORK EXPERIENCE

- Texila Educare** Project Co-ordinator Feb 2023 - Jul 2023
 - Project tool maintenance
 - Team log management
 - Team interaction
- Fyndus Infotech** Project Co-ordinator Oct 2023 - Dec 2023
 - Company LinkedIn page handling
 - Candidate profile sourcing
 - Initial interview and scheduling technical interview
 - Candidates record maintenance and follow-up
 - Employee orientation
 - Tasks and project creation with tool
 - Reports preparation (daily/weekly/monthly)
 - Teams log time Management (leave/OT/el/comp-off)
- Emerald Jewel Industry India Limited** May 2018 - Sep 2023
Project Co-ordinator
 - Non Technical Project management with Tool, Tasks and project followups
 - Reports preparation (daily/weekly/monthly)
 - Teams log time Management (leave/OT/el/comp-off)
 - Department procurement management
 - Team Orientation
 - Department Interview support and follow-up

Project Management Tools

Redmine
Trello
Goodday
Jira*