

LEELASOUNDARYA NARAYANAN

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EMAIL | leelasoundarya17cbe@gmail.com
LOCATION | Madurai, INDIA
EXPERIENCE | 3.4 years

Key Skills

- Project Tracking
- Time Management
- People Management
- Team Management
- Procurement Management
- Log Management
- Candidate Profile Management
- Page Handling
- Interview Scheduling
- Candidate Followup
- Document Management
- Employee Engagement

Tools

- Redmine
- Trello
- Goodday

Profile Summary

Experienced Project Coordinator. Proficient in utilizing project management tools, ability to track and coordinate project activities, communicate effectively with teams, and ensure timely delivery. Seeking opportunities.

Work Experience

Project Coordinator

Fyndus Infotech Private Limited
10/2021 - 12/2021

Project Coordinator

Emerald Jewel Industry India Private Limited
05/2018 - 09/2021

Education

B.Sc - Information Technology A

2018

Dr SNS Rajalakshmi College of Arts & Science,
Coimbatore

