Efficient project coordinator with 10+years of Experience .Highly organized and skilled in interpersonal communication .Expert in Project planning, Strategic planning, risk management and troubleshooting, forecasting, scheduling and planning, and tracking of result. Documentation skills for documenting project schedules, responsibilities and progress. Hand on experience in handling successful procurements with the vendor management

**Experience**

**Project Coordinator**

Sankar Narayanan V
Project Coordinator

**Personal Information**

**Phone**

9944881442

**Email**

shankarnarayanan234@gmail.com

**LinkedIn**

linkedin.com/in/sankar-narayanan-v

**Skills**

Organization

Interpersonal skills

Communication

Time management

Requirements gathering

Reports generation

MS Excel

Vendor management

**EDUCATION**

B.E in Electrical & Electronics Engineering
Christian College of Engineering & Technology (2009)

DIPLOMA in Electrical & Electronics Engineering
Christian Institution of Technology Education (polytechnic) College (2005)

ITI in Diesel Mechanic
RVS ITI of college, Dindigul (2002)

SSLC
S.D.A .Matric Hr. Sec. School, Dindigul (2001)

 **Nokia Solution and Networks India Pvt Ltd** **Aug’18 to Aug ‘20**

(Payroll: Quasar Telecom Consultants Pvt Ltd)

* To analyze the overall operation of the Alarms of Network operation Centre (NOC) and to maintain it accordingly so that the occurrence of alarm can be reduced resulting in the outage control.
* Co-ordinate with various function teams for collecting data and analyzed the various requirement of Project Managing services.
* Prepare & circulate Daily Performance, KPI, and reports to circle & national teams on daily basis.
* Planning of Tamilnadu for installation of BTS, Getting media readiness site from BSNL planning team and make sure to complete by the same day
* Follow-up material dispatch from warehouse and delivery of material at site.
* Vehicle transport facility Coordination for regular day to day activity. Generate PO for the vehicles fixed and variable as monthly basis.
* Project Resources end to end activity , Asset management ,Salary and claims process
* Vendor activity wise generating PO (BTS, MW, Tower,BB and PP). Once activity done internal audit site wise for the process of invoice and GRN.

 **Branch Coordinator**

 **Samsung India Electronics Pvt Ltd**  **Feb’17 to Aug ’18**  ( (Payroll: Manpower group services India Pvt Ltd)

* Administered the various aspects including
1. Service Tracking Abnormality
2. Happy Customer Score
3. Customer Repeat Repair Ratio
4. Long Time Pending
5. First Time Completion (FTC) Ratio
6. Inventory Stock Accuracy
7. Maintaining the Repair Speed

**Date of Birth**

 Apr 23, 1986

**Sex**

Male

**Marital Status**

Married

**Nationality** `

Indian

**Address:**

No.44/147c, Sivasakthi colony, ThekkuPalayam, Coimbatore.

* Managing service operations for rendering & achieving quality services; providing first line customer support by answering queries & resolving their issues, ensuring minimum TAT
* Branch Resources end to end activity , Asset management ,Salary and claims process
* Flashing carry forward calls report on daily basis to Service center and make them awareness to reduce their calls as per SLA.
* Dashboard with revenue projection for current and next 4 Quarter.
* RACI system to be followed and close their activity where held up.
* BI Reports (Happy Call Score, Call Load, LTP(Long term pending calls)) to be share every week to concern MSC(Service Center)
* Preparing & analysis Grade reports for each service center
* Target VS Achieved report for ASM monthly visiting MSC.
* Backend support for BSM & Regional office

 **MIS Executive**

 **Power2sme Pvt Ltd Oct’14 to Feb’17**

* To provide support to the Country Head, Regional Managers and facilitate the following Project Management activities.
* Responsible for Collection on outstanding debts towards Sales Orders for all the regions in India
* Responsible for initiation of legal activities related to overdue cases
* Follow-up with Key Account Managers on collection of list of documents. These documents are required for Non-Banking Finance Corporations to release fund for the customer
* Collaboration with Key Account Managers for account related issue (like PO, Agreement, Invoicing, Collection, etc.…)
* Ensure availability of Agreement / PO / SOW and validate the same.
* Providing Support to HRM Managers, Regional managers in Man Power Requisition.
* Resource Fulfillment (Forecast, Follow up, Closure, Allocation, Release) with support from the Recruiter team.
* Monthly Revenue accrual.
* Dashboard with revenue projection for current and next 4 Quarter.
* Escalating invoicing related issues to the concerned stakeholders
* Providing necessary support to units like HR, Quality & Finance.
* RAG overdue closely monitored
* Track resource fulfillment dashboard report.

**MIS Analyst**

 **ZTE Telecom India Pvt Ltd** **Mar’11 to Oct’14**  ‘ (Payroll: Evolve Technologies Pvt Ltd & Zephyr Pvt Ltd)

* Co-ordinate with various function teams for collecting data and analyzed the various requirement Project Managing services.
* To analyze the overall operation of the Alarms of Network operation Centre (NOC) and to maintain it accordingly so that the occurrence of alarm can be reduced resulting in the outage control.
* Multiple years of project management experience including establishing process controls and reporting
* Working knowledge of Operations and Risk processes
* Must be comfortable with data manipulation, analyzing data patterns using a clear and logical style to collect and analyze data and be able to interpret and derive meaning from data.
* Strong attention to details.
* Prepare & circulate Daily Performance, KPI, reports to circle and national teams on daily basis.
* Prepare weekly reports & Presentations for weekly reviews.
* Prepare & send the TT tracker report, Outage reports, alarm report & availability reports on daily basis.
* Maintain the site wise outage details with the information’s provided by Escalation & Surveillance

**MIS Executive**

 **Lineage Power India Pvt.Ltd Jan’10 to Mar’11**

 (Payroll: Adecco Consultancy)

* In charge of handling Tata O&M Reports collection & discuss with corporate taking decision for present and future issues.
* Responsible for network performance with highest quality & meets customer requirements as per agreed SLA
* Responsible for coordinating with various internal and external depts. to aid project roll outs and network maintenance.
* Maintain EB and Diesel consumption reports & Monthly EB Payment.
* Preparing Site Inventory Data Base & Man Power Mapping.
* Performs day-to-day reports on handling vendors concerns.
* Analyzing & Preparing Outage Report on Daily, Weekly & Monthly Basis.
* Coordinating with VIOM Engineers to clear all Site Issues & Approval for Site Requirement.
* Coordinating with SME Vendors for Periodic Preventative Maintenance for all Infra Equipment’s.
* Monitoring Supervisor and Technician performance on a Daily & Monthly Basis.
* Monitoring & Coordinating with Surveillance team for Alarm Reporting.

**Place:**

**Date:**