

Deepa Ashokkumar

Project Management And Team Coordinator



Chennai, Tamilnadu, 603103



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Well-versed in **building positive relationships** with customers and other stakeholders. Strong requirements gathering, scope development and **coordination abilities**. Skilled at **team coordination** and preparing complex reports and presentations. **Effective communicator**.



Skills

- Project planning and development ● ● ● ● ● ● ● ● ● ●
- Collaborated with project management and developers to coordinate testing activities at all stages. ● ● ● ● ● ● ● ● ● ●
- Ms Excel, Ms word, Ms, Powerpoint ● ● ● ● ● ● ● ● ● ●
- Resource management ● ● ● ● ● ● ● ● ● ●
- Data Analysis ● ● ● ● ● ● ● ● ● ●
- Coordinating with teams and streamlining process ● ● ● ● ● ● ● ● ● ●



Work History

2019-01 - 2020-03

● Project Manager and HR

Intulogic Private Limited, Chennai, Tamilnadu

- Identified plans and resources required to meet project goals and objectives by setting realistic timelines and checkpoints.
- Resolved Project related problems, improved operations and provided exceptional client support.
- Developed team communications and information.
- Resolved Client problems, improved operations and provided exceptional client support.
- Oversaw projects for Healthcare industry by planning, designing and scheduling.

2009-01 - 2009-12

● Research Analyst

Anubavam Technologies Private Limited, Chennai, Tamilnadu

- Gathered, arranged and corrected research data to create representative graphs and charts highlighting results for presentations.
- Performed valid and accurate market research for the Android mobile app

2006-12 - 2008-12

- market.
- Interpreted data and made recommendations from findings.
- Analyzed statistical data using both modern and traditional methods.
- Collected data on competitors, consumers and marketplace and consolidated data into presentations and reports.

HR Executive

HCL Technologies, Chennai, Tamilnadu

- Resource Allocation and monitoring
- Coordinating with various departments by communicating new improvement plans and expectations.
- Generated reports of findings to help management with making key decisions.
- Tracked and analyzed reports to determine needed improvements.
- Maintained excellent attendance record, consistently arriving to work on time.

2003-08 - 2005-06

2000-08 - 2003-04



Education

PGDM, EPGDMM: HR, MARKETING

Loyola Institute Of Business Administration - Chennai

Bsc: Computer Science

Kumararani Meena Muthaiah College - Chennai



Languages

- English
- Hindi
- Tamil



Skill sets

- Diploma in computer basics- windows, Ms Word, Ms Excel, Ms Powerpoint, Ms Access, Internet operations