

# Owais Abbas

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Project Coordinator with 1.3 years of experience specializing in project documentation, planning, and team coordination within the Project Management Office. Proficient in creating detailed project plans, schedules, and reports to support efficient project execution. Adept at managing documentation processes to ensure project compliance and accuracy. Skilled in coordinating cross-functional teams to meet project goals and timelines. Strong focus on streamlining workflows and enhancing team collaboration.

## Education:

### Lloyd Institute of Engineering and Technology, Greater Noida, India.

B. TECH, Computer Science Engineering

Jun 23

## Experience:

### Project Coordinator (PMO), (v) Wecare Technology, Noida, India

Feb 23 – July 24

- Successfully coordinated and managed OSS and BSS projects for Carriers, MVNOs & MVNEs ensuring adherence to project timelines and quality standards
- Documented minutes of meetings and distributed them to clients and the project management team
- Identified and promoted areas for growth and improvement within the project
- Evaluated new recommended changes on existing projects to determine the risk associated with it
- Facilitated communication between clients and team members, resolving 90% of issues within 24 hours
- Developed comprehensive project plans and schedules, enhancing efficiency by 20%
- Assisted PMO team in creating various project documentation
- Utilized project management tools to monitor project progress and generate over 15 reports monthly
- Prepared project dashboards and reports to monitor the KPIs for higher management using SQL and Power BI
- Contributed to project budget preparation
- Created detailed product learning documentation for team members
- Led bi-weekly meetings to review project status and address challenges, improving team collaboration by 25%
- Facilitated training of product for new team members and clients
- Tracked key project milestones and coordinated with teams to keep the project on schedule
- Collaborated with various teams to ensure that resources such as materials, equipment, and personnel were available as needed
- Maintained project documentation, including project plans, status reports, and safety records
- Prepared daily, weekly, and monthly progress reports to update senior management and stakeholders on the project's status
- Supported the project manager in coordinating cross-functional teams
- Acted as a point of contact between internal teams, contractors, and external vendors.
- Coordinated safety briefings, risk assessments, and ensured compliance with safety protocols during operation
- Performed ad-hoc analyses as required by management, including specific reports on equipment usage, and workforce productivity

## Skills:

- Tool Skills: Asana, Microsoft Excel, Microsoft PowerPoint, MySQL
- Organizational Skills: Strong multitasking and organizational abilities
- Communication: Excellent verbal and written skills in English, and Hindi
- Analytical Skills: Strong analytical and problem-solving abilities
- Financial Acumen: Skilled in managing budgets and financial aspects
- Personal Attributes: Detail-oriented, proactive, adaptable, and a strong team player