



Drishya A

Assistant Project Coordinator & Project Assistant

Efficient Project Assistant with highly organized and skilled in interpersonal communication. Possess a B.Sc, Physics and now completed MSW. Looking to leverage my knowledge and experience into a role as a Project Coordinator.

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PROFESSIONAL EXPERIENCE

Assistant Project Coordinator

Integrated Rural Technology Centre, Palakkad

April 2022 – Sep 2022

- Prepared Excel spreadsheets, reports, and PowerPoint decks for 130+ meetings between cross-functional team members.
- Used conflict resolution skills to resolve disputes between employees, clients, and vendors, typically within minutes of being made aware of the issue
- Prepare and present detailed status, risk and resource reports to management

Project Assistant

Centre for Career Research and Development, Kollam

Oct 2021 – Mar 2022

- Communicated between customers and internal members regarding project details, including budget, estimates and timeline.
- Instituted use of Microsoft Project to streamline process of tracking timeline, progress, tasks and costs.
- Ensured all teams were properly equipped with necessary requirements and tools.

EDUCATION

Master of Social Work

Indira Gandhi Open University, Kerala

November 2022

Bachelor Of Science, Physics

KSMDDB College, Sasthamcotta, Kollam

July 2019

University of Kerala

HARD SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Generating Reports
- Scheduling

SOFT SKILLS

- Team leadership
- Client Handling
- Problem Solving
- Active Listening
- Critical Thinking