# DHRUV PRAJAPATI

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## Professional Summary

Results-driven Associate Project Coordinator with expertise in data-driven decision-making, process improvement, and KPI management. Working across multiple levels of an organization to drive efficiency. Led team of 10-12 people. Strong analytical mindset with experience in business intelligence tools, supply chain planning, and data visualization.

## Professional Experience

**Xbyte Enterprise Crawling | Associate Project Coordinator | [9/2024 - Present]**

* Recognized with the prestigious Rising Star Award for seamlessly managing Project Manager-level responsibilities and swiftly adapting processes, ensuring efficient project execution in a remarkably 4-5 months.
* Successfully managed more than 40 projects from initiation to completion, ensuring timely delivery and budget adherence.
* Led stakeholder alignment meetings, improving cross-functional communication and ensuring 100% project clarity.
* Managing Monthly, Weekly, Daily and Ad-HOC projects.
* Coordinated with internal teams to streamline workflows, increasing overall efficiency by 40%.

**Salecto India | Frontend Developer Trainee | [02/2023 – 07/2023]**

* Developed and optimized **8+responsive websites per month** using Magento, HTML, CSS, and JavaScript, enhancing performance and user experience.
* Coordinated daily peer reviews through Git workflow for an average of 10 pull requests per week, enhancing code quality by identifying and addressing potential issues before integration into production environments.

## Skills & Competencies

* Project Management & Coordination
* JIRA, GLACIER and PMS
* Agile and Waterfall Methodologies
* Internal Team Management
* Process Optimization
* SDLC and STLC (Basic)
* HTML, CSS and MAGENTO 2.0
* Stakeholder and Client communication

## Education

* **Indian Institute of Management [2023 - Present]   
  [Leadership Skills]**

Learn self-leadership through introspection, psychology, emotional intelligence, and a positive mindset. Explore the TREAT leadership framework, focusing on 5+ key behavioral competencies for modern leaders. Develop sustainable relationships using supportive communication two-way communication and bias awareness in interactions. Enhance decision-making by analyzing biases and insights from behavioral economists and Nobel laureates.

* **LinkedIn Learning [2024 - 2024]**

**[Project Management]**

Effectively plan, execute, and manage projects. Gained expertise in **Agile and Waterfall methodologies, resource allocation, risk assessment, and stakeholder communication**. Learned to track project progress, meet deadlines, and implement best practices for process improvement, ensuring efficient and 95% on time project delivery.

* **Masters in Science [2022 - 2024]**

**[Geology] 7.18 CGPA**

Led a sports committee of 30+ members, overseeing the planning and execution of sports events from inception to successful completion.

* **Bachelors in Science [2019 - 2022]**

**[Geology] 7.20 CGPA**

Active member of the Cultural and Sports Committee, volunteering in organizing and managing more than 10 events.

## Certifications

- [Project Management] | [LinkedIn Learning] [2024]

- [Champions District Level Football] | Khel Mahakumbh [2024]

- [State Level Football Certificate] | State Authority of Gujarat [2013]

- [NASA Asteroid] | ASTRONOMICA PROJECT [2021]