# Ananya Ghosh

**Project Coordinator**

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## PERSONAL STATEMENT

Project coordinator with 3 years of experience supporting commercial interior fit-out and MEP projects worth ₹5 to ₹40 crore. Maintains schedules in MS Project, tracks drawings, RFIs and material deliveries, prepares MOMs and weekly client reports, and supports RA billing, helping project managers deliver sites on time and within budget.

## WORK EXPERIENCE

**Project Coordinator · Hooghly Interiors and Projects Pvt Ltd, Kolkata** Feb 2024 – Present

- Coordinate 4 to 6 concurrent office fit-out projects across Kolkata, Bhubaneswar and Guwahati, covering 3.5 lakh sq ft in 2025.
- Maintain baseline and updated schedules in MS Project and a weekly look-ahead plan, helping 9 of 11 projects hand over on or before the contract date.
- Track 400+ drawings, RFIs and submittals in a shared register, cutting average approval time from 9 to 5 days through daily follow-ups.
- Prepare MOMs, weekly progress reports and RA bill backup with site engineers, reducing client billing queries by 30%.

**Project Assistant · Salt Lake Infra Consultants, Kolkata** Jan 2023 – Jan 2024

- Supported 2 project managers on documentation, vendor follow-up and purchase requests for MEP works.
- Built an Excel dashboard for material delivery status that the team used in weekly reviews.
- Organised site visit schedules and recorded action points from client meetings.

## EDUCATION

**BBA in Project Management · Bengal School of Management and Technology, Kolkata** 2019 – 2022
**Grade: 8.0 CGPA**

## SKILLS

MS Project | Project schedules and look-ahead plans | Drawing and RFI registers | MOM and progress reports | RA billing support | Advanced Excel | Google Workspace | Basic AutoCAD viewing

## CORE SKILLS

- Stakeholder follow-up
- Documentation
- Time management
- Communication
- Risk flagging

## CERTIFICATIONS

**Certified Associate in Project Management (CAPM) · PMI** Nov 2024

## LANGUAGES

Bengali · Native | English · Fluent | Hindi · Professional

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