

PREETI KUMARI

PROJECT MANAGER

CONTACT

☎ 8503819187

✉ preeti1371999@gmail.com

📍 401, RM heights, Dadu
dayal nagar, Jaipur(Raj.)
302020

EDUCATION

2021 - 2024

COMPUCOM COLLEGE

- Master of Computer
Application

2017 - 2020

MEWAR EDUCATION SOCIETY

- Bachelor of computer
Application

SKILLS

- Project Management
- Client communication
- Teamwork
- Time Management
- Problem solving
- Timely delivery of projects
- Critical Thinking

PROFILE

I have over 1.5 year of experience in project management, where I successfully coordinate with designers and developers to ensure smooth project completion and timely delivery. I also handle client communication directly, prioritize tasks, and assign responsibilities accordingly to maintain efficiency throughout the project.

WORK EXPERIENCE

- **Web n ware pvt. ltd.** 2024 - JUNE 2025
Project Coordinator
 - Design and develop the website as per the client requirement.
 - Lead, mentor, and manage a high-performing developing team, fostering a collaborative and results-driven work environment.
 - Use agile methodology for daily update and progress.
 - Use platforms like slack, google workspace, upwork, whatsapp as per client comfort
- **Guru kripa design studio** May 2023 - Aug 2023
CRM
 - Manage client's call and messages by updating about their product progress.
 - Oversee the jewelry making process as per the product priority.
 - Maintain a bridge between team and client.