SHRIBANI PRABHAT

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DIST: -PATNA (BIHAR)
PIN: - 800012

ABOUT ME

As an IT Project Coordinator I'm proficiently oversee intricate projects, ensuring their success from initiation to completion. With over three years in IT consulting, sales, marketing, and D2C business growth, I consistently exceed client expectations and organizational goals, delivering top-notch results within budget and time constraints. Holding an MBA in **Marketing and Information Technology from Punjabi University,** I specialize in eCommerce consultations, social media marketing, SEO, CRO, website upgrades, maintenance, and effective advertisement strategies. My collaborative approach with cross-functional teams promotes transparent communication and synergy, fostering innovation and value creation for businesses and customers.

Qualification

Examination	University	Collage	Year of Passing	Aggregate (SGPA)
Post-Graduation	Punjabi University	S.M.S	2023	7.4
Graduation	I.K.G PTU	IET Bhaddal	2019	7.17

Secondary and Senior Secondary Examination Details.

EXAMINATION	AFFILIATION BOARD	YEAR OF PASSING	PERCENTAGE MARKS
Senior Secondary	Bihar School Examination Board	2015	66.8
Secondary	Central Board of Secondary Education	2013	64.6

SKILLS

Languages: Php, Basic of RDBMS & SQL, jQuery, JavaScript, Html, Bootstrap & Css

Cms: WordPress, Woocommerce, ClickFunnel, Squarespace, Shopify, Joomla, Wix, Bigcommerce.

Software proficiency: Canva, MS Office, Window, ClickUp, Asana, Jira, Slack & Podio

Soft skills: Teamwork, Problem solving, Communication, Adaptability, Time management and interpersonal, Analytical and Critical Thinking

Work Experience:

Mar 2023- Present | MakkPress Technologies (IT Project Coordinator)

❖ Planning and implementation of guidelines to utilize team members more efficiently to increase overall output and formalize whole design & development process.

❖ Help BD/BA in Business Requirement Documents (BRD), Functional Requirement Specifications (FRS), and System Requirement Specifications (SRS) within specified timelines.

❖ Perform R&D as required for current projects or new leads & guide team/BD accordingly.

❖ Sent Invitation email to client and have a welcome call with them to explain process.

❖ Setup and manage projects on the project management tool like- Podio, Jira, Asana,Slack,Click-up & other (depending on client request)

❖ Help team members wherever they are stuck in Project .

❖ Consistently communicate project updates with stakeholders and ensure timely sharing of progress with clients.

❖ Discuss with client on call or chat to get understanding of projects or clear any confusion within project.

❖ Supervise and manage the project to ensure timely completion.

❖ Achieve monthly upsell and cross-sell revenue by presenting additional services to clients, such as SEO, CRO, SMM, and ensure attainment of the targeted team revenue.

❖ Ensuring comprehensive project documentation, including meticulous project plans, timelines, and status reports, for transparent tracking and accountability.

Jun 2021 - May 2023 | Punjabi University Patiala

Career Break for - MBA in Marketing and Information Technology

Jul 2019-Jul 2021 | OST Solutions (PHP & WORDPRESS Developer)

❖ Develop & design complex websites from start to finish.

❖ Collaborated with other developers.

❖ Analyzing the project, Requirement gathering, and feasibility of the project.

❖ Work on learning management system, E-commerce, Memberships, Affiliate marketing & marketing tools (Clickfunnel, Misaic) Integration.

Jan 2019-Jun 2019 | Webastral Infosystems (Summer Internship | Junior Developer)

➢ Worked on Core php & Web Technology.

➢ Worked closely with the seo & design team to produce concepts for clients

PROJECTS

https://www.linkedin.com/in/shribani-prabhat-b24480125/details/projects/
https://www.linkedin.com/in/shribani-prabhat-b24480125/details/featured/

Recommendations

https://www.linkedin.com/in/shribani-prabhat-b24480125/details/recommendations/?detailScreenTabIndex=0

TRAINING AND CERTIFICATION

Coursera | Foundations of Project Management | Certificate ID: Z82VR9RU25M4
Verify at: https://www.coursera.org/account/accomplishments/verify/Z82VR9RU25M4

Google Digital Garage | Certification of the Fundamentals of Digital Marketing | Certificate ID: 9X7 UJZ W87
Verify at: https://learndigital.withgoogle.com/link/1qsdpcedm9s

Coursera | Google Ads for Beginners | Certificate ID: 48R2VH82T4CP
Verify t at: https://www.coursera.org/account/accomplishm ents/certificate/48R2VH82T4CP

Udemy | The Complete Web Developer Course 2.0 | Credential ID: UC-4ddeca24-bd29-476a-b048-1f9ad818ad27
Verify t at: https://udemycertificate.s3.amazonaws.com/pdf/UC4ddeca24-bd29-476a-b048-1f9ad818ad27.pdf

AWARDS & EXTRA CURRICULAR ACTIVITIES

ISTE Students Chapter

> Vice-President of ISTE Students Chapter of IET BHADDAL 2018 - 2019

IET BHADDAL

> Appreciation letter from IET BHADDAL in successful organization of NATIONAL LEVEL TECHNO-CULTURAL FESTIVAL, "Feliscita 2k16" & coordinating IKG-PTU, ZONAL YOUTH FESTIVAL 2016 (South Zone).

NCC (NO.1 Bihar Naval Unit) Achieved 'A' Certificate in N.C.C (National Cadet Corps).

> Participated in Combined Annual Training Camp of National Cadet Corps, 2011
> Participated in Republic Day & Independent Day Parade Represented NO.1 Bihar Naval Unit, NCC, PATNA.

Personal Details :

Nationality:	Indian
Date of Birth:	3rd December, 1995
Mother's Name:	Nirmala Devi
Father's Name:	Ram Bichar Rai
Marital Status:	Single
Languages known:	English, Hindi, Bhojpuri & Novice in Punjabi
Hobbies:	Playing Badminton, Internet Savvy, Listening Music.

DECLARATION:
 I hereby declare that above mentioned information is correct up to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

PLACE: - PUNJABI UNIVERSITY PATIALA
DATE: -   **Shribani Prabhat**