



# Anuja Kore

## IT Project Manager

Fast Learner, Dedicated and Hardworking IT Project Manager with an experience focused on leading and managing multiple projects & successful project delivery. Looking forward to apply my knowledge and experience in Project management and learn new techniques.



anujakore96@gmail.com



9373137107



23 National Income  
Tax Society, Wadi,  
Nagpur, Maharashtra

## SKILLS

Requirement  
Gathering & Analysis

Project Planning

Project Scheduling

Project Budgeting &  
Cost Controls

Performance Tracking  
& Monitoring

Project Lifecycle  
Management

PM Frameworks &  
Methodologies

Task/ Time  
Management

CRM Experience

Documents/Proposals/  
Reports Drafting

Business Strategy  
Knowledge

Business Analysis

## LANGUAGES

English  
*Full Professional Proficiency*

Hindi  
*Full Professional Proficiency*

Marathi  
*Full Professional Proficiency*

## WORK EXPERIENCE

### Project Manager

Xlix Infotech Pvt. Ltd.

06/2019 - 04/2021,

Nagpur Maharashtra

Xlix Infotech is leading Software Development & Digital Marketing Company also provides quality based mobile App development, production & IT support services.

#### Responsibilities/Tasks

- Gather all necessary Project Requirement. Determine and define project scope and objectives.
- Preparing all project documents required for project and business proposals. Prepare budget based on scope of work, time and resource requirements.
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner.
- Track project costs in order to meet budget. Monitor project progress and make adjustments as needed. Take care about all CR and their costing.
- Working with project teams and gathering status, managing any change requests and ensuring all the project status are aligned across tools.
- Client Handling and Follow-up with the clients based on their project development. Updating and sending reports to clients on daily & weekly basis.
- Manage & assists Multiple teams like Development, Digital marketing, Graphic designing and manage multiple projects of all three fields. Preparing all project progress /status report, resources report, task report and updating it to seniors.
- Use to work closely with various teams like Delivery, HR, Sales, Finance to ensure a timely check on payment receivables and hiring.
- Use to take daily scrum meeting with technical lead and development team & discuss regarding Project backlogs, issues, risks, development progress and required time.
- Manage & handled all activities related to end-to-end project management, including preparing project plans and budgeting, estimates, scoping, implementation, deployment and final project delivery.

### Assistant Project Manager

Xlix Infotech Pvt. Ltd.

06/2018 - 05/2019,

#### Responsibilities/Tasks

- Work Under Senior project manager and perform all allotted tasks in the guidance.
- Work in the collection and documentation of client's requirements, development of estimates and work plans.
- Prepare reports and other documentation on the status, operation and maintenance of multiple projects.
- Supporting project resource scheduling and department capacity planning.
- Use to take team reviews and meetings and submit reports to management. Takes care about overall designing and development of projects.
- Track and test the project under development, assist teams regarding bugs, errors, and issues in the project. Used to work closely with the development team for the project development.
- Manage from start of the project all the way through the deployment and will actively lead and manage requirements gathering, design, development, testing and deployment of the project.

## Soft skills

- Leadership
- Problem solving
- Conflict Resolution
- Resources Management
- Team Motivation
- Public speaking and communication

## Other Skills

- MS- Office
- MS- Excel
- MS- PowerPoint
- MS- Word
- HTML
- CSS
- Bootstrap
- MySQL
- WordPress
- Digital Marketing
- SEO
- SMM
- Content Writing
- Google Analytics
- Google Sheets
- Google Webmaster

## Project Management Tools & Software

- Jira
- Trello
- CRM

## Other Tools

- Sublime Text
- Notepad++
- Canva
- BeFunky
- Fotojet
- Adobe XD
- Kizoa
- Filmora

## Software development & Digital Marketing Expert

Xlix Infotech Pvt. Ltd.

06/2017 - 05/2018,

### Responsibilities/Tasks

- Create and develop complete website using WordPress, website x5.
- Create and design multiple web pages using WordPress and other Web Development tools or CMS.
- Website design & development using HTML, CSS, Bootstrap, PHP, MySQL
- Multiple CMS tools like WordPress (Page builder WP Bakery, Elementor), Joomla.
- Conducting in-depth research on various topics related to company projects and develop/create original & creative content.
- Developing content for blogs, articles, videos, product descriptions, social media, and the company website.
- Editing and polishing existing content to improve readability.
- Conduct simple keyword research and use SEO guidelines to increase web traffic. Create SEO Meta- Data required for all websites.
- Promote and share content on all social media platforms like Facebook, LinkedIn, twitter, tumblr, Pinterest, Instagram, Etc.
- Create all graphics required for SMM and website using multiple graphic designing tools.
- Making videos using multiple tools like Kizoa, Filmora.
- Handled YouTube channel, does the task of market research for YouTube content and video uploading on YouTube on daily basis.
- Used to do all Digital marketing tasks like on page, off page SEO, SMM, SEM Organic & paid marketing on google & Facebook.
- Doing Research regarding company projects of business listing, marketplace and suggest regarding module implementations.

## Other responsibilities

- Developing growth strategies and plans for company with management team.
- Managing and retaining relationships with existing clients.
- Having an in-depth knowledge of business products and use to train team regarding products, Services and plans.
- Writing business proposals, creating invoices, software projects scope, partnership agreements, franchise agreements.
- Drafting and reviewing business agreement & contracts, franchise agreements created by team members.
- Researching business opportunities.
- Oversee the sales process to attract new clients.
- Manage the complete process and management tasks of a cab booking & delivery service project (XoomCabs).
- Worked for the franchise development of XoomCabs & maintain relation with the franchise partners and other franchise operations.
- Look forward towards the complete operations of XoomCabs.
- Participated in building marketing strategies, digital marketing, designing, development, market research, competitive analysis tasks of Xoomcabs.

## EDUCATION

Diploma in  
Electronics &  
Telecom,  
MSBTE  
Year 2013 - 2015

## INSTITUTE

G.H. RAISONI  
POLYTECHNIC

SSC From Jindal  
Public School,  
2011-2012

## AWARDS

Employee of the  
Year 2018

## PERSONAL DETAILS

FULL NAME  
Anuja Varsha Kore

DATE OF BIRTH  
03 April, 1996

GENDER  
Female

MARITAL STATUS  
Single/Unmarried

RELIGION  
Hindu

NATIONALITY  
Indian

## Projects

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- Youngers Shopping Club (Multi-vendor E commerce system with android app)
- Alex Home Services (Multi-vendor Home services system)
- Buggy Rides (Cab Booking System)
- Veggies World (Multistore grocery delivery system)
- Freelifesystem (Multiservice system)
- Rudra Financial Services (Lead generation system)
- Joyo Cake (Online Cake delivery system)
- Real Deal (Multi-vendor Real estate CRM Portal)
- Veggies World (Multistore grocery delivery system)
- Insulin Hub (Lead generation system)

## Company Projects

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Below mention projects are managed by me completely. I use to perform tasks like digital marketing, planning new ideas and strategies for projects, providing content creation ideas, competitive analysis, market research, project development, providing all business ideas and marketing strategy.

- Aapkabazar (Fashion Marketplace)
- Nexafied (Fashion Marketplace)
- Daily Health Tips (Tips and tricks content-based website)
- The Bright Post (Stock images)
- XoomCabs (Cab Booking System)
- Xoom Mart (Multivendor grocery delivery system)

## Declaration

"I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge."

DATE

ANUJA KORE  
IT Project Manager