

# MUDDADA POOJA GANDHI



## DESIGN COORDINATOR

### CONTACT

- Andhra pardesh ,  
Visakhapatnam
- 8790051295
- Poojagandhi1395@gmail.com

### EDUCATION

DEGREE TITLE - B.TECH ,  
COMPUTER SCIENCE  
GITAM UNIVERSITY

High school - vignan vidyalayam -

### SKILL

Active Listening  
Flexible and Adaptable  
Good communication,  
personalisation  
Problem-Solving  
Attention to Detail  
Written Communication  
Teamwork and  
Collaboration  
Critical Thinking  
Good Telephone  
Etiquette  
Cultural Awareness  
Organization and Time  
management  
team building

### Languages

- > Hindi
- > Telugu
- > English

### ABOUT ME

Design Manager skilled in building relationships and communicating complex concepts. Leads design team strategy to develop and accomplish team goals. Drives initiative and demonstrates excellent organization and communication in fast-paced dynamic environment and collaborates with cross-functional stakeholders for greatest potential impact. Professional Project Management Specialist with experience working with teams to accomplish short- and long-term project goals. Managed budgets and monitored project costs. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level Job Title position. Ready to help team achieve company goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

### WORK EXPERIENCE

- > **Swanish Etikoppaka toys , geographical indication tagged wooden toys** 
- > design co-ordinator for BIODEGRADABLE SANITARY PADS of rural development
- > **Design coordinator for millet nutrition run by self help group of rural development**
- > **Design coordinator for organic jaggery sweets of rural development**
- Appointed design consultants and encouraged performance pursuant to deed and scope of service.
- Spearheaded design process to align with client specifications and budget.
- Chaired design team meetings and issued action items.
- Produced designs that met statutory and regulatory approvals and recorded tracking logs using.  
Project Planning & Management
- Rural development projects which included self help group women from 5 different rural areas. Over 200 self help group women were involved In the projects .
- identifying and assessing client needs, reviewing and negotiating design change orders, administering design subcontracts, processing payments, monitoring status of the projects
- Building and amazon inventory for geographical indicated tagged toys on Amazon karigar!
- Approval of GTIN ( global trade item number ) and packaging
- started my own small bussiness in 2021 where I sell paintings and art work called @cottagecoredaies
- Rerepeats is a thrift store started few weeks ago by me in Instagram .

### Certifications

Certification from government of Andhra Pradesh  
for all my projects as a design coordinator

