



# ANJANA MOHAN

PROJECT COORDINATOR | MASTERS IN ENGINEERING  
MANAGEMENT LONDON UK

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## PROFILE

An enthusiastic professional with experience as a project manager and team leader in extensive fields. 2 years experience in construction industry managing high budget projects and successfully completing within the time frame in India. One year experience as the student engagement team leader coordinating the multi-cultural student activities in the University of Greenwich UK. Six months experience coordinating the regional marketing team of Easytransfer in London, UK. With wide variety of experience in managing the team, I can communicate and coordinate a team efficiently within the organisation.

## WORK EXPERIENCE

### EASY TRANSFER, LONDON UK

REGIONAL MARKETING COORDINATOR (Jan 2023- July 2023)

- Efficiently coordinated and organised the marketing team of the company in London by motivating and communicating with them.
- Developed a detailed marketing plan to monitor and track the progress.
- Reported and escalated to the management whenever needed
- Maintained healthy relationship with the team through strong communication skills

### UNIVERSITY OF GREENWICH LONDON, UK

STUDENT ENGAGEMENT TEAM LEADER (Sept 2021- Dec 2022)

- Effectively managed the students with multi cultural background across the globe with leadership skills.
- Communicated strongly with the students to discuss about their issues faced in the University and escalated to the management.
- Successfully coordinated the events and activities for the International and home students in the University
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### MOOKAMBIKA CONSTRUCTIONS, KERALA, INDIA

PROJECT MANAGER (August 2019- August 2021)

- Successfully Coordinated internal resources and vendors for the flawless execution of multiple projects
- Efficiently managed changes to the project scope, schedule, and costs and ensured that all projects are delivered on-time, within scope and budget.
- Effectively managed the relationship with the client and the stakeholders
- Generated comprehensive project documentation on Microsoft excel and Microsoft word.
- Tracked project performance, specifically to analyze the successful completion of short and long-term goals
- Attended conferences and training as required to maintain the proficiency

## CAREER OBJECTIVE

To excel and grow by seeking a challenging position as a Project Manager in an organization where I can utilize my skills in planning, organizing, communicating, directing and controlling projects and to lead cross-functional teams towards successful completion of projects while meeting customer requirements.

## EDUCATION

MSc Engineering Management  
University of Greenwich, London, UK  
(2021-2022)

BTech Civil Engineering  
Government Engineering College  
Bartonhill, Kerala, India  
(2015-2019)

## SKILLS

Strong Communication | Time management  
Leadership | Team work | Organisation  
Problem solving | Critical thinking  
Adaptability | Conflict resolution