
SAAD KALATHIL

Place - Riyadh, Saudi Arabia | **Email** - saadalrkalathil@gmail.com | **Phone** - +966509556859
LinkedIn - linkedin.com/in/saad-kalathil-22525a194 | **Nationality** - Indian

PROJECT COORDINATOR

Leadership | Communication | Interpersonal

PROFESSIONAL SUMMARY

Highly adaptable relationship builder, communicator, problem-solver, and cross-functional/organizational leader with a career narrative of driving business outcomes through effective project management. Posses a Bachelor's degree in Business Administration, Commerce with PMP certified from coursera. understanding business objectives, aligning project resources, and planning and executing strategic and tactical priorities.

- Coordinated to enhance the success of firm by utilizing skills and experience to the fullest in the goal of achieving company mission.
- Excellent at maintaining positive flow of communication between departments and recognized for positive interactions with customers, staff, and business partners
- Highly motivated professional with proven proficiencies in client management, conflict resolutions, revenue growth and mentoring while instilling motivation and promoting teamwork.
- Extensive experience and mastery of CRM software's and other technical software's such as Slack, Zoom, Google analytics, LinkedIn etc.

CORE COMPETENCIES

Relationship Building | Active Listening | Negotiations | Collaboration | Conflict Resolution | Process Evaluation | Improvement Stakeholder Engagement | Executive-Level Presentations | Communication | Reporting | Change Management | Sales Enablement Resource Management | Budget Management | Finance | Project Management | Customer Service | Client Communication | Email Drafting | Problem Solving | Risk Management | Time Management | Planning | Influence

PROFESSIONAL EXPERIENCE

Bindawood Holding - Riyadh, Saudi Arabia

Project Coordinator | 01 March, 2022 - Present

- Performed project related work to support R&D, Sales and Marketing department programs and events.
- Coordinate all activities related to the Document Control procedure, including technical documents, drawings and commercial correspondence in line with Company's Document Management System.
- Utilize strategic planning methodologies and goal setting to direct operations while increasing productivity and profitability.
- Conducting research for potential clients and maintaining a good relationship with existing clients, collaborated with other senior managers to develop sales and marketing approach for entire company.
- Managed and maintained a structured analysis of target markets, clients and documentation in the CRM system.
- Plan and execute initiatives to reach the target audience through appropriate channels and undertake individual tasks of a marketing plan as assigned.

Infolks Pvt Ltd - Kerala,India

Assistant Project Coordinator | 03 June, 2019- 01 January, 2022

- Provided market intelligence and feedback to global and regional teams on the market industry and competitors developments.
- Formed professional relationships with suppliers, sub contractors and general contractors.
- Developed negotiating strategies and positions by examining risks and potentials as well as estimating partners needs and goals.
- Created a variety of spreadsheets that are now used company wide in order efficiently manage and track document and procedures.
- Responsible for planning and monitoring all shipping arrangements through fulfillment.
- Processed daily, weekly and monthly progress and expense reports.

EDUCATIONAL QUALIFICATION

University of Calicut

Bachelor's Degree in Business Administration and Commerce -
June, 2016 - April 2019

Govt Higher Secondary

Higher Secondary Education Majored in Business and Commerce
June, 2014 - April 2016

Secondary School Leaving Certificate

Secondary School Leaving Certificate Majored in Business and Commerce
March, 2014

CERTIFICATIONS

PMP - Project Management Professionals - Certified by Coursera Feb. 2023

Professional certification on Project Management certified by Coursera authorized by Google, which include hands-on, practice-based assessments and are designed to prepare them for introductory-level roles in Project Management. They are competent in initiating, planning and running both traditional and agile projects.

ADDITIONAL SKILLS

- Proficient with PM Tools, Data Analysis and Documentation
- Enormous expertise in Email writing and Documentation.
- Technical proficiencies on performing physical or digital tasks.
- Vast knowledge in IT hardware and software.

LANGUAGES KNOWN

- English - Native
- Arabic - Fluent
- Hindi - Fluent
- Malayalam - Native

DECLARATION

I hereby declare that all the details provided above are true to the best of my knowledge.
