

# Nihal Seenatakath

## Project Management Executive

## Contact

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Chalivayal

## Skills

- Project Management Skills:
  1. Team Leadership
  2. Research Coordination
  3. Time Management
  4. Task Delegation
  5. Problem Solving
- Research & Analytical Skills:
  6. Market Research
  7. Data Collection (Qualitative/Quantitative)
  8. Trend Analysis
  9. Survey Design
- Communication Skills
  10. Report Writing
  11. Presentation Skills
  12. Collaboration and Teamwork
  13. Stakeholder Communication
- Technical and Analytical Tools:
  14. Data Analysis Tools
  15. Social Media Analytics
  16. Digital Marketing Analytics
- Leadership and Organisational Skills:
  17. Project Planning
  18. Budget Management
  19. Conflict Resolution
  20. Decision Making

## Language

- English
- Malayalam ( Mother Tongue)

## Summary

A seasoned Project Management Executive with a proven track record of successfully delivering complex projects across diverse industries, demonstrating strong leadership, strategic planning, and stakeholder management skills, consistently achieving project goals on time and within budget while optimizing resource allocation and driving operational efficiency.

## Education

Business Technology & Analysis Center <b>Diploma in Functional Odoo</b>	Nov 2024 - Jan 2025
MM Knowledge of Arts & Science <b>Bachelor of Commerce-Computer Application</b>	2021 - 2024
GHSS Chuzhali <b>Commerce</b>	2019 - 2021
GHSS Chuzhali <b>SSLC</b>	2018 - 2019

## Experience

- **Business Technology & Analysis Centre** Nov 2024 - Jan 2025

I have done internship in functional odoo from Business Technology & Analysis Centre. I am expertised in the following areas:

- Ability to understand a client's business requirements.
- Configuring Odoo to meet such requirements.
- Ensuring to provide ongoing support and guidance.
- Guarantee that the ERP System is suited to the needs of the organisation.
- Working closely with the stakeholders to map business processes into Odoo's features.

## Softwares

- Microsoft Excel
- Excel
- Tally Prime
- Quickbooks

## Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.