

JOSEPH DAS ANGELOSE

Project Coordinator | PRINCE2 7 Certified | MSc Engineering Management

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PROFESSIONAL SUMMARY

PRINCE2 7 Certified Project Coordinator with 6+ years of experience managing concurrent project portfolios across digital, construction, and operations environments. MSc Engineering Management (Anglia Ruskin University, UK). Experienced in tracking project milestones, budgets, risks, and schedules across a high volume of simultaneous projects while maintaining clear and consistent communication with clients and internal stakeholders. Comfortable working in fast-paced organisations where workloads shift quickly and projects require a prompt, organised response. Proficient in MS Project, Microsoft Office 365, Power BI, Jira, and RAID Log governance. Strong track record of keeping projects on schedule, meeting quality standards, and coordinating effectively across cross-functional teams to bring deliverables to completion.

CORE COMPETENCIES & TECHNICAL SKILLS

- Project Milestone & Schedule Tracking
- Client Communication & Expectation Setting
- Project Planning & Documentation
- PRINCE2 7 | Agile | Scrum | Waterfall
- MS Project | Jira | Advanced Excel
- Power BI Dashboards & MIS Reporting
- Resource Planning & Allocation
- Vendor Management & Procurement
- Budget, Scope & Risk Management
- Cross-functional Team Coordination
- Quality Assurance & Deliverable Review
- Earned Value Management (EVM)
- Microsoft Office 365 (Word, PowerPoint, Teams, Outlook)
- RAID Log Management
- Requirements Elicitation & Scope Management
- Stakeholder Reporting & Executive Presentations

PROFESSIONAL EXPERIENCE

Creative Operations Coordinator

Jan 2025 – Present

Joozz Designing Limited | London, UK

- Coordinated delivery of multiple concurrent corporate media projects for UK and India clients, tracking milestones, schedules, and deliverables across all active workstreams simultaneously.
- Served as the primary client contact throughout each project, managing expectations through regular progress updates and structured feedback rounds that kept satisfaction rates above 90%.
- Set up a Pre-Flight Quality Assurance process covering all outgoing deliverables, which brought production error rates to zero and ensured every submission met agreed technical and brand standards.
- Maintained project scope, budget tracking, and RAID Logs across simultaneous creative workstreams, catching risks early and keeping all KPIs and SLAs on track.
- Acted as the central coordination point between UK and India teams, following up on tasks, clarifying requirements, and making sure nothing fell through the gaps across a distributed workforce.
- Introduced a 24-hour cross-border production cycle by aligning workflows across time zones, cutting average project lead times by 20% without increasing headcount.

Project Coordinator

Jan 2024 – Jun 2024

Kettidam Constructions | Kerala, India (Remote)

- Tracked project budgets, milestones, and schedules across multiple construction workstreams, keeping all deliverables within a $\pm 5\%$ budget variance and meeting every agreed deadline throughout the engagement.
- Built and maintained dynamic RAID Logs that flagged resource bottlenecks and schedule risks up to four weeks ahead of time, giving the project team the runway to resolve issues before they became problems.
- Produced automated Power BI reporting dashboards that gave stakeholders real-time visibility into project progress and procurement status, reducing manual reporting effort by 30%.
- Contributed to project planning documentation and governance frameworks, transitioning the organisation from manual tracking to a structured, scalable PMO approach.
- Applied Earned Value Management to monitor cost performance across concurrent workstreams, eliminating budget overruns across the project portfolio.

Digital Marketing Specialist

Oct 2020 – Nov 2022

Naveena Zeal Technologies | Kerala, India

- Coordinated the full development and launch of the company's corporate website, managing requirements, vendor timelines, feedback cycles, and sign-off processes from start to finish.
- Managed delivery of multi-platform advertising campaigns across Meta, Amazon, and YouTube, tracking performance against targets and reporting progress to senior stakeholders regularly.
- Set up a HubSpot CRM system to automate lead tracking and project reporting workflows, improving overall team efficiency by 20% and reducing manual administrative work.
- Produced regular performance reports for leadership, translating campaign and project data into clear summaries with practical recommendations for next steps.

Production Supervisor

Aug 2018 – Aug 2020

Ship On Tech, Cochin Shipyard Ltd | Kerala, India

- Coordinated resources, vendor deliveries, and workforce scheduling across simultaneous Government of India vessel construction projects valued at over Rs. 100 Crores.
- Redesigned production workflows using Value Stream Mapping, bringing operational waste down by 15% and achieving a 95% on-time delivery rate across all active projects.
- Maintained 100% audit-ready records in line with ISO standards, contributing to a sustained record of quality compliance across production operations.
- Acted as the communication link between production teams, procurement, and project management, keeping all parties aligned on timelines and deliverables.

Freelance Project Coordinator

Jun 2024 – Dec 2024

Self-Employed | UK

- Provided project coordination support for digital and operations clients on a freelance basis, managing timelines, documentation, and task follow-up across concurrent engagements.
- Completed PRINCE2 7 Foundation (PeopleCert) and Scrum Fundamentals Certified (SCRUMstudy) during this period, strengthening formal project governance and Agile delivery knowledge.

VIRTUAL PROJECT EXPERIENCE

Project Manager Job Simulation

Feb 2026

Siemens Mobility (via Forage)

- Built and maintained real-time KPI monitoring dashboards for a rail infrastructure project simulation, covering data visualisation, progress tracking, and executive stakeholder reporting.
- Worked through practical scenarios involving construction delays and stakeholder feedback, practising the kind of fast decision-making and replanning required in high-volume project environments.

EDUCATION

Master of Science, Engineering Management

2023 – 2024

Anglia Ruskin University | Chelmsford, UK

Modules: Research Design and Methods | Cost and Financial Management | Engineering Management Systems Engineering | Quality Management | Economic, Political and Legal Framework | Project Management | Systems Management Theory | Sustainability and Environmental Management

Bachelor of Technology, Mechanical Engineering

2014 – 2018

PRIST University | Tamil Nadu, India

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- **PRINCE2 7 Foundation** | PeopleCert | 2025
- **Scrum Fundamentals Certified (SFC)** | SCRUMstudy | 2025
- **PMP (Application in Progress, PMI)** | 2026

ADDITIONAL INFORMATION

Nationality: Indian | **Languages:** English (Proficient), Malayalam (Native), Hindi (Conversational) | **Availability:** Immediate (from June 2026)

International Experience: 2+ years of professional work experience in the United Kingdom, including client-facing project coordination and cross-border team management across UK and India operations.