

JOSEPH DAS ANGELOSE

Project Coordinator | PMO Analyst | PRINCE2 7 Certified | MSc Engineering Management
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PROFESSIONAL SUMMARY

PRINCE2 7 Certified Project Coordinator and PMO professional with 6+ years of experience across IT-adjacent delivery, digital operations, and industrial project environments in the UK and India. MSc Engineering Management (Anglia Ruskin University, UK), BTech Mechanical Engineering, and CAPM approved by PMI. My work has consistently centred on the same core problem: keeping project financials, schedules, and risks visible enough for leadership to make decisions without having to chase the information themselves. I have built PMO governance frameworks from scratch, designed Power BI dashboards that cut manual reporting effort by 30%, held budget variance within 5% using Earned Value Management, and managed cross-border delivery between UK and India teams with zero SLA breaches. I also bring two years of hands-on digital marketing experience running multi-platform campaigns across Meta, Amazon, and YouTube, which gives me a working understanding of both delivery governance and the commercial side of a project. Currently building toward a long-term path in IT Project Management.

CORE COMPETENCIES AND TECHNICAL SKILLS

- ◆ PMO Governance and Framework Design
- ◆ RAID Log and Risk Management
- ◆ Project Scheduling and Milestone Tracking
- ◆ Cross-functional and Cross-border Coordination
- ◆ PRINCE2 7 | Agile | Scrum | Waterfall
- ◆ MS Project | Jira | Advanced Excel
- ◆ Quality Assurance and Process Improvement
- ◆ Microsoft Office 365 | Google Workspace
- ◆ Project Financials and Earned Value Management
- ◆ Power BI Dashboards and Status Reporting
- ◆ Stakeholder Management and Communication
- ◆ Vendor and Procurement Coordination
- ◆ Multi-platform Digital Campaign Management
- ◆ HubSpot CRM and Marketing Automation
- ◆ Budget Forecasting and Variance Analysis
- ◆ Value Stream Mapping and Lean Methodology

PROFESSIONAL EXPERIENCE

Creative Operations Coordinator

Jan 2025 – May 2026

Joozz Designing Limited | London, UK

- Managed end-to-end delivery of digital and creative projects for corporate clients across the UK and India, owning scope, schedule, and quality from brief through to final client sign-off.
- Cut average project lead times by 20% by redesigning how the UK and India teams handed off work to each other across time zones, with no additional headcount.
- Sustained a 90%+ client satisfaction rate across a high-volume concurrent portfolio by keeping a live RAID Log running and communicating risk before it became a problem.
- Brought production error rates to zero across all client deliverables by introducing a structured Pre-Flight Quality Assurance step before anything went out the door.

Project Coordinator

Jan 2024 – Jun 2024

Kettidam Constructions | Kerala, India (Remote)

- Built a PMO governance framework from scratch, standardising reporting templates, escalation protocols, and project tracking across the organisation for the first time.
- Tracked budgets using Earned Value Management and kept variance within 5% throughout the engagement, even as scope shifted.
- Designed Power BI dashboards that gave leadership real-time visibility into project and financial status, cutting manual reporting effort by 30%.
- Delivered 100% on-time milestone execution by maintaining a predictive RAID Log that flagged resource bottlenecks up to four weeks in advance.

Digital Marketing Specialist

Oct 2020 – Nov 2022

Naveena Zeal Technologies | Kerala, India

- Planned and ran integrated advertising campaigns across Meta, Amazon, and YouTube, growing global market share by 15% and bringing in new international B2B partnerships.
- Built a HubSpot CRM system that automated lead tracking and reporting, improving team workflow efficiency by 20%.
- Managed a portfolio of 10+ concurrent projects with a 95% on-time delivery rate, including the company's full website rebuild from requirements through to release.

Freelance Project Coordinator

Jun 2024 – Dec 2024

Self-Employed | UK

- Coordinated projects for UK-based clients across concurrent engagements while completing PRINCE2 7 Foundation and Scrum Fundamentals Certified.

Production Supervisor

Aug 2018 – Aug 2020

Ship On Tech, Cochin Shipyard Ltd | Kerala, India

- Coordinated resourcing and vendor delivery on Government of India vessel construction programmes worth over Rs. 100 Crores, maintaining 100% audit-ready compliance records throughout.
- Redesigned production workflows using Value Stream Mapping, reducing operational waste by 15% and pushing on-time delivery to 95%.

EDUCATION

Master of Science, Engineering Management

2023 – 2024

Anglia Ruskin University | Chelmsford, UK

Modules: Research Design and Methods | Cost and Financial Management | Project Management | Quality Management | Systems Management Theory | Sustainability and Environmental Management

Bachelor of Technology, Mechanical Engineering

2014 – 2018

PRIST University | Tamil Nadu, India

CERTIFICATIONS AND PROFESSIONAL DEVELOPMENT

- **PRINCE2 7 Foundation** | PeopleCert | 2025
- **CAPM** | PMI Approved, Examination Eligible | 2026
- **Scrum Fundamentals Certified (SFC)** | SCRUMstudy | 2025

ADDITIONAL INFORMATION

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

International Experience: 2+ years of professional experience in the United Kingdom, managing cross-border project delivery and client relationships across UK and India operations.