

Chayan Sharma

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Experience

Operations Head

Jan 2025 – March 2025

WebLab, College-based Web Development Agency

- Managed end-to-end business operations including client acquisition, needs assessment, project delivery, and follow-up.
- Collaborated with multiple clients from diverse industries, improving project delivery efficiency and client satisfaction.
- Led operational planning, improved internal processes, and ensured smooth project execution within deadlines.
- Developed negotiation, communication, and team management skills through real-time business challenges.

Business Operations Intern

July 2024 - September 2024

Clad Innovations-Baddi, India

- Supported day-to-day operations, strategic initiatives, and internal process optimization within the business management team.
- Contributed to market research, competitive analysis, KPI tracking, and internal reporting to assist data-driven decision making.
- Collaborated with 5+ departments including Sales, Finance, and Operations, ensuring a 100% on-time reporting rate.
- Supported creation of 10+ internal business reports; insights used in monthly strategic review by leadership.
- Gained hands-on experience in executive communication, business reporting, and project coordination.

Management Trainee

March 2023 - May 2023

FDC Limited-Baddi, India

- Assisted the regional office in coordinating sales operations, logistics, and inventory flow across 10+ pharmacy accounts.
- Supported monthly reporting and demand forecasting activities; contributed to reducing supply gaps by 12%.
- Gained firsthand exposure to pharmaceutical supply chain cycles, stakeholder coordination, and territory-level execution.

Projects and Initiatives

Medicine Recommendation System

Jul 2024 – Mar 2025

Healthcare Business Application

- Led planning and coordination for a machine learning-based health system.
- Responsible for user requirement gathering, use case development, and deployment coordination.

Streaming Platform – Team Lead

Jan 2024 – April 2024

React, Firebase, MongoDB

- Designed and led the development of an online streaming platform supporting audio, video, and podcast playlists.
- Utilized Firebase for file storage and MongoDB for metadata management; reduced load time by 40% with lazy loading.
- Oversaw cross-functional collaboration, guiding all members on task assignments and weekly delivery checkpoints.

Travel Planner Platform - Team Lead

Aug 2023 – Oct 2023

Client-Facing Planning Tool

- Built a travel assistant platform integrating cloud bases database; improved user engagement and service discovery.
- Coordinated business logic with UI developers and handled feedback-driven iteration.

Extracurricular & Achievements

- Managed college sports(table tennis) event with over 100+ participants and multiple teams
- Reached Level 2 in EY- Techathon via automation project.
- Participated in 10+ sports competitions; led football and athletic teams and fostered team spirit.
- Led campus events for 3000+ attendees and co-founded multiple technical and cultural clubs to drive students engagement.
- Worked in different hostel management committees in every academic year (Mess Committee, Discipline Committee, Floor In-charge).

Skills

- Business & Analytical:** Operations Coordination, KPI Tracking, Report Writing, Market Research, Client Management
- Soft Skills:** Communication, Leadership, Time Management, Problem Solving, Cross-functional Collaboration
- Tools:** MS Excel, PowerPoint, Google Workspace, Basic SQL,Microsoft Power-BI, Project Coordination Tools

Education

Vellore Institute of Technology, Bhopal

Aug 2022 – May 2026

- B.Tech in Computer Science and Engineering (Cloud Computing and Automation)

CGPA: 8.17

DAV Sr. Public School, Panchkula (CBSE)

Mar 2022

- Class 12 – Physics, Chemistry, Mathematics

Percentage: 90.4%

DAV Sr. Public School, Panchkula (CBSE)

Mar 2020

- Class 10

Percentage: 89.6%