

MADHUMITHA R

Project Management Executive

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ABOUT ME

Proactive and results-oriented professional with proven experience in project coordination, sales & digital marketing across BFSI, IT, EduTech, and accessibility sectors in the US, UK, and Europe. Skilled in planning, executing, and delivering projects using Agile, Jira, Trello, and MS Project. Experienced in using CRM and marketing platforms such as HubSpot, Apollo, Zoho, Lusha, and SignalHire for lead generation, tracking, and reporting. Adept at running targeted email campaigns, VoIP outreach, and digital marketing initiatives to drive engagement and conversions. Dedicated to achieving business growth, process efficiency, and client satisfaction through collaboration and innovation.

WORK EXPERIENCE

Amnet ContentSource Private Limited | Jan 2025 - Present

Project Management Executive and Inside Sales

Coordinated projects across BFSI, IT, EduTech and accessibility sectors in the US, UK, and Europe, ensuring smooth collaboration between sales, technical, and client teams. Managed CRM platforms (HubSpot, Apollo, Zoho, Lusha, SignalHire) for lead tracking, reporting, and campaign performance. Supported sales and digital marketing initiatives, including email campaigns and VoIP outreach, to improve client engagement and conversions. Monitored project progress, shared regular updates, reviewed outcomes after project completion, and analyzed results to find improvements and optimize workflows. Leveraged project management tools (Jira, Trello, MS Project, Asana) and Agile methods to deliver projects efficiently while driving business growth and client satisfaction.

Space India | Jun 2024 - Dec 2024

Freelance Client Relationship Management & Educator

Managed client relationships, ensuring satisfaction, smooth communication, and successful delivery of educational programs. Maintained documentation, tracked requirements, and coordinated schedules to ensure timely completion of projects. Delivered educational sessions in Physics, Science, and Astronomy, maintained student records, and presented progress and outcomes to clients. Focused on streamlining processes, monitoring progress, and achieving program success.

SKILLS

- Project Coordination & Management: Planning, scheduling, task tracking, managing workflow
 - Sales & Business Development: Lead generation, CRM management, client engagement
 - Digital Marketing & Outreach: Email campaigns, VoIP outreach, targeted marketing strategies
 - Client Relationship Management: Stakeholder communication, progress reporting, requirement tracking.
 - Collaboration & Process Improvement: Team coordination, workflow enhancement.
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TOOLS

- CRM & Lead Management: HubSpot, Apollo, Zoho, Lusha, SignalHire
- Project Management: Jira, Trello, MS Project, Asana, Agile methodology
- Marketing & Outreach: Apollo campaigns, VoIP SIP tools
- Documentation & Collaboration: Microsoft Office Suite, Google Workspace

EDUCATION

M.Sc Physics | 2022- 2024 | 80 %

B.Sc Physics | 2019 - 2022 | 81 %

HSC | 2017 - 2019 | 76 %

SSLC| 2016 - 2017 | 96 %

PROJECTS

Digital Accessibility Compliance – BFSI Web Platform | Project Management Executive | 6 weeks

Assisted in a 6-week project to achieve WCAG 2.2 AA compliance for a BFSI web platform. Supported coordination of cross-functional teams using Agile sprints, helped manage accessibility audits, tracked issue fixes, and assisted with user testing involving assistive technology. Contributed to preparing reports, documentation, and developer training. Project achieved 95%+ compliance, improved user satisfaction by 80%, and reduced accessibility-related support tickets by 30%.

Space India – Monthly Magazine Project | Content & Design Contributor

Prepared and curated content for a company magazine, designing layouts and visuals using Canva. Assisted in organizing articles and formatting to produce a polished, reader-friendly publication.

CERTIFICATION

- Complete Project Management Fundamentals
 - C programming
 - MS Office
 - SQL
 - Advanced Excel Training
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DECLARATION

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

Madhumitha R