

NIRMITEE SANAP MS. MBA.

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[Linkedin Profile](#)

Curious for life and dedicated to delivering tangible results, I thrive on creating a positive impact and seizing opportunities to add significant value. Flourishing in fast-paced environment, what drives me is building collaborative relationships and the creative process that involves navigating the challenges and iteration leading me to develop action plans ultimately to achieve the desired end-result. Drawing from a rich experience in HR, project management and academia, I come with a proven track record of effectively managing business operations and projects. Customer obsessed, I always strive for win-win solutions. Passionate about cultivating a data-driven culture, I am eager to apply my skills to craft strategies that seamlessly align with company goals and mission.

STRENGTHS AND CAPABILITIES

- ✓ Effective Communication skills
- ✓ Data analysis and automation
- ✓ Google Analytics, HR Foundations
- ✓ Agile with cloud-based applications
- ✓ Leadership and team building
- ✓ Microsoft Office, Excel, video editing
- ✓ Authentic, Resilient, Adaptable
- ✓ CRM, Google Sheets, Canva
- ✓ Powerpoint, Tableau

PROFESSIONAL EXPERIENCE

ADMISSIONS - DEPARTMENT OFFICER

Aug 2022 - Nov 2023

Oklahoma Christian University, Edmond, OK, USA

- B2C sales: Involved in day-to-day decision making and responsible for Engineering, Computer Science and MBA graduate program recruitment, tracked and analyzed progress with real-time data using CRM software, by adopting goal-oriented approach.
- Increased early enrollment by 50% prior to deadlines through effective pursuit of prospects and timely coordination with stakeholders.
- Raised engagement by partnering within the community and participating in conferences and promotional recruitment events.
- Prioritized candidate profiles for admissions, developed mitigation strategies across departments, reducing processing time by 30%
- Adapted and responded logically and emphatically, understanding diverse cultures and background to meet international needs.

SCHOOL OF BUSINESS - CHIEF OF STAFF

Oklahoma Christian University, Edmond, OK, USA

- B2B sales: Maximized collaboration with corporate clients, internal and external stakeholders leading to a 400% boost in sponsorships.
- Translated business needs into detailed requirements and, tackled the challenge of procuring client database by masterminding user-friendly digital system, replacing the manual process to build a larger community of corporate clients.
- With clarity & timeliness, communicated across teams and departments for HR initiatives & HR support, compensation, faculty. hiring, logistics, budget management, onboarding, planning and scheduling using cloud based CRM applications such as Slate, Paycor & Colleague.
- Maintained confidentiality and data-integrity, while leveraged and processed information by using technology & spreadsheets efficiently.
- Analyzed projected needs & with market research supported marketing teams by problem solving and suggesting design improvements.

INSTITUTE OF MATH AND SCIENCE EDUCATION - COORDINATOR

2021-2022

East Central University, OK, USA ECU and OU campus- NSF - RET Sustainable Energy Engineering for Empowering Rural Communities

- Executed all aspects of outreach programs in co-ordination with schools, teachers, and students enhancing STEM education.
- Developed detailed research schedule plan for 7 teachers during summer workshop conducted on University of Oklahoma campus.
- Project Management - logistics, recruiting, marketing, data management & guidance for developing an authentic curriculum.
- Recruited 6+ new High School Teachers and ensured program progress while leading the new University website and instagram page.
- Provided National Science Foundation with Annual grant report on achievements of yearly goals, impact, and about future objectives.
- Coordinated IMSE – “OK is Aviation Day” - one day event in partnership with Oklahoma Aeronautics Commission and successfully determined with accuracy the project scope and workflow, arranging meetings and lectures for 35 teachers & 150 students.

When I am not working I invest my time in reading, creating content, playing a team sport or listening to new-age smooth harmonizing genre of music.

References of the Dean and the Directors can be made available on request.

CHIEF MARKETING OFFICER

2018-2021

Co-Founder - Columbus Globe - Identity Optician - Eyewear Retail - Mumbai, India

- Revitalized social media strategies, capitalizing on differentiated product marketing, that increased brand visibility by 50 %.
- Generated new leads, and increased engagement with target specific paid digital campaigns and social media advertising,
- Influenced KPI's such as customer acquisition cost & net promoter score by target marketing & innovative reward programs.
- Introduced Business Management Software, for CRM, purchase and inventory needs to cause 70% process efficiencies improvement
- Trained for employee productivity, accomplishing effective workforce planning and product training that optimized monthly sales.
- Partnered with product manufactures and conducted 4 learning & development sessions annually imparting new product knowledge.

SENIOR EDUCATOR

2010-2018

Gopi Birla Memorial - K-12 Academics - Mumbai, India

- Implemented innovative Conceptual, Original, Reflective, and Emerging curriculum successfully, exceeding institutional expectations.
- Promoted in 6 months to a senior role based on exceptional result oriented performance and productive actionable skills.
- E-learning - Prioritized core functionality by integrating technology to create holistic learning environment, reducing redundancy.
- Facilitated continuous academic progress and evaluated academic reports while conducted Parent Teacher meetings effectively.
- Participated in innovative and age appropriate macro & micro curriculum planning, for student-centric learning objectives.

EDUCATION

Oklahoma Christian University, Edmond Ok, United States

Aug 2022- Nov 2023

Master of Business Administration

Master of Science - Project Management

East Central University, Ada, Ok, United States

Jan 2022 - July 2022

Master of Science in Human Resources (MHSR)

AP Teacher Training Institute, Canada

May 2019- Dec 2020

PG Diploma in Integrated Special Needs

Bombay Teacher's Training College, Mumbai, India

July 2009 - Dec 2010

ECE Diploma

SNDT Women's University, Mumbai, India

June 1998 - Dec 2002

Bachelor of Arts

ACCOMPLISHMENTS AND AWARDS

Honor's: International Business Honors Society - Delta Mu Delta

2022-2023

Oklahoma Christian University - Awarded by Academic Affairs, OC- Eta Iota Chapter

Honor's: National Society of Leadership and Success (NSLS)

2021-2022

East Central University - ECU Chapter

Best Practice Teaching Performance: Bombay Teacher's Training College

2009-2010

RELEVANT PROJECTS

Capstone Project - Uber Technologies Inc. Strategic Analysis

2022-2023

Oklahoma Christian University, USA

- Application of Strategic framework, strategy formulation, competitive profile matrix & internal and external factors for Uber.
- Financial ratio analysis and proposed recommendations and strategy by assessing Uber challenges and providing a coherent action plan

Project Management - Meeting Pods for Modern Workspaces (From Product Design to Installation)

2022-2023

Oklahoma Christian University, USA

- As a part of curriculum, prepared a complete project management lifecycle presentation with project scope, objectives and deliverables.
- Planned budget, forecasted project risks, identified opportunities impacting company ROI, using cohesive management tools.

Meditrust - Wellness Health Clinic

2020-2021

Project - MediTrust - Mumbai, India

- Conducted market research, analyzed data to understand demographics and customer needs.
- Initiated facility set-up of NABL-certified clinic recognizing the gap in Covid-19 testing facilities.
- Developed partnerships with medical practitioners with proactive collaboration and networking.
- Organized monthly free health check-up camps to create awareness for Health and wellness.

VOLUNTEERING

Member of Women Who Lead - Student Organization dedicated towards women empowerment

2022-2023

Oklahoma Christian University - OK, USA

- Supported with event arrangements and worked in teams to understand and meet unique needs of women in today's workplace.

113th Founders Day - Centennial Plaza

2021-2022

East Central University - OK, USA

- Trained 4 new Volunteers helping them develop a strong commitment to community service.