

# Ankita Dwivedi

## Operations Manager

Excellent hustler, great marketer, learner and problem solver



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## SKILLS

Team Management

Excellent Communication Skills

Problem Solving

Analytical Thinking

Stakeholder Management

Data Analytics

Project Management

Process Designing and Implementation

Consulting

## LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

Spanish

Professional Working Proficiency

Marathi

Full Professional Proficiency

Punjabi

Full Professional Proficiency

## INTERESTS

Traveling

Adventure Sports

Reading

## WORK EXPERIENCE

### Operations Manager

Truebil.com

04/2019 - 03/2020

Bangalore

*Responsibilities and Achievements*

- Create and analyze numerous metrics, multi-dimensional datasets, identify the problems and create solutions to smoothen operations
- Research, analyze, identify and execute new process in line with company goals
- Work with Product, Marketing, and other functions on setting up new processes and on successful implementation of operations
- Developed Dealer Management Systems to track regular visits, pitching, negotiating terms and managing dealer relations contributing to overall B2B business and offline auctions
- Work with founders with high level of work independence, autonomy and empowerment to lead company wide changes

### Faculty of Mathematics

H.S. Memorial Global Public School

08/2016 - 08/2017

Bilaspur

*Responsibilities and Achievements*

- Prepared students for Competitive Examinations & Olympiads
- Renowned for mentoring and explaining conceptual aspects of mathematics
- Motivated and groomed students for competitive exams

### Mathematics Faculty

MT Educare Ltd.

06/2016 - 03/2016

Mumbai

*Responsibilities and Achievements*

- Gave lectures on regular curriculum & Developed content
- Developed Audio-Visual content for EduTech products
- Tested and developed content for their EduTech Application Robomate+

## INTERNSHIPS

Tata Centre for Technology and Design, IIT Bombay (10/2018 - 03/2019)

- Conducted Market surveys for need validation and stakeholder analysis
- Research and evaluate options for prospective partnerships and collaborations
- Liaise internally with IIT Bombay faculty members, research teams and TCTD, IIT Bombay team

SKF India Ltd. (04/2018 - 06/2018)

- CRM: New Opportunity Management Software Implementation for CSE to ensure higher engagement and data management
- Support CSE to learn and utilize OMS App and map productivity – Drive to Delight (Streamlining Process)
- Create efficient reporting mechanism on the basis of this data for enabling management decisions

## EDUCATION

### PGDM (Marketing Communications)

K J Somaiya Institute of Management Studies and Research

06/2017 - 04/2019

Mumbai

## ACHIEVEMENTS

- Creative Head - Melange 2019 and MarCquest 2019 (04/2018 - 04/2019)
- Project and Events Head - Cii -Yi, SIMSR (04/2018 - 04/2019)