

NEHA GHORAD

SENIOR CORPORATE MANAGER
MD OFFICE



PROFESSIONAL PROFILE

Certified scrum master and a dynamic management professional with excellent communication skills, focus and determination with an experience of 13+ years. Qualified MBA(Marketing) and BE (IT) with flair for corporate communication, stakeholder management, client communication, strategy & project management.

Looking for positions focusing on corporate operations management, performance dashboard reporting, collaborative communications with various departments and deliverables tracking with focus on prioritisation.

WORK EXPERIENCE

Smartmeters Technologies Pvt Ltd
Sr Manager - Corporate management MD office | Mar'22-present

- Conduct day-to-day project/business coordination across multiple cross functional teams
- Schedule discussions focusing collaboration of departments for issue resolution
- Summarising functional and technical deliverables and tracking till closure of the action items
- Conducting weekly departmental reviews for the monthly goals and publishing weekly dashboard summary on progress to the management
- Aligning the team to the yearly goals, with further identification on the quarterly and monthly goals for tracking and reporting.
- Publishing weekly, monthly and quarterly performance dashboards
- Preparing steering committee presentations
- Reviewing and tracing the manufacturing plant site project and sharing progress summary
- Tracking Production, Sales, RnD and HR discussions and aligning the management discussions with respective team heads aiming priority and urgency
- Maintaining highest level of integrity while dealing with sensitive information

PREVIOUS ORGANISATIONS SUMMARY

Jekson Vision | Dy Manager -MD Office| 2018-2022
Elsner Technologies | Key account manager| 2016-2017
iGATE| Sr Engineer V&V | 2010-2013

SKILLS SUMMARY

- Executive support
- Strategic alignment & reporting
- Team communications
- Dashboard reporting
- Tracking actionable & monitoring
- Presentation & delivery
- Process Improvement

EDUCATIONAL QUALIFICATION

- Master in Business administration
-Marketing & project management
(2014-2016)
- Bachelor of Engineering
-Information Technology
(2005-2009)

CERTIFICATIONS

- Scrum Master
- ISTQB- Software Testing
- Hubspot: Inbound Marketing
- Diploma-Cyber Law & Info Security
- MDP - Key account management
- MDP - World class manufacturing

CONTACT ME AT

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