



SHIVANI YADAV

Project And Operations Manager

+91-7985426201 responsetoshivani@gmail.com Angel.co LinkedIn Shivani Shivani

RESUME

I want to work and succeed in a challenging environment, building the success of the company that will provide opportunities for growth and at the same time having self-development environment.

EXPERIENCE

NOW

1st February 2021 – 15th March 2022

WORK

Project & Operations Manager at Pixean

- Managing project progress and adapt work as required.
- Optimizing and improving processes and the overall approach where necessary.

Ensuring projects meet deadlines.

Managing relationships with clients and vendors.

Overseeing all incoming and outgoing project flow.

Creating detailed reports.

Handling the client projects end to end as soon as deal is closed.

- Manage timely data collection to update operations metrics and documentations.
- Ensure that all projects are delivered on-time, within scope and within budget
- Ensure all operations are carried on in an appropriate, cost-effective way.

Help the organization's processes remain compliant.

Formulate strategic and operational objectives.

Manage budgets and forecasts.

- Find ways to increase quality of customer service.
- Train and supervise staff.

EARLIER

1st February 2019 – 1st February 2021

WORK

Pre-Sales & Operation Executive at Pixean

- Communicate with the higher management to prepare a strategy for operations to run efficiently.
- Assisting in developing long term plans to achieve the goals and objectives which are already set.

To manage the company's commercial operations and various expenses and budget.

To check on the performance of the operations of both internal service providers and external service providers.

Ensuring submission of daily work plan to department head every evening with EDR and POA for next day.

Handling client enquiry for project requirements and identifying and negotiating with vendors for cost and quality deliverable

Handling the client projects end to end as soon as deal is closed.

- Vendor Management i.e. building database of vendors and sourcing as per client requirements.

BACK THEN

5th January 2018 – 4th December 2018

WORK

Business Development Executive at The Makkerz

- Contacting potential clients via email or phone to establish report and set up meetings.

Planning and overseeing new marketing initiatives.

Attending conferences, meetings, and industry events.

Developing sales goals for the team and ensuring they are met.

Training personnel and helping team members develop their skills.

- Researching organizations and individuals online (especially on social media) to identify new leads and potential new markets.
- Researching the needs of other companies and learning who makes decisions about purchasing.

PORTFOLIO WEBSITE

shivani.gtsb.io || shivanihere.github.io

LANGUAGES

English Hindi

PROJECT MANAGEMENT & DEVELOPMENT

Trello Slack

PACKAGES

PandaDoc MS Office Tools G-Sheet & Doc G-Suit

ACCOUNTING & CRM SOFTWARE

Tally Zoho Zendesk Salesforce Essentials

SKILLS

Technical Writing, Team Leadership, Problem Solving, Work Under Pressure, Strategic thinking & planning abilities.

KNOWLEDGE

- Time management & Project management
- Management skills & Analytical skills
- Excellent communication & interpersonal skills with ability to grasp new concepts quickly and utilise the same in a productive manner

MOST PROUD OF

- ★ **Sales Star**
On my first job did sales for 10lakh and got certificate for achieving the target
- 🏆 **Courage I Had**
To take a sinking ship and try to make it float even in hard time
- 💖 **Persistence & Loyalty**
Coordinator of My Master Degree batch and helped, handled & shared information to 200+ students for consecutive 2 years.
- 📈 **Growth**
Consistent growth in interpersonal & Tech Skills with hard work without any support or mentor.



EVENT PROJECT EXPERIENCE

Event : Vastra Lifestyle Exhibition, Navi Mumbai EVENT PROJECT

Post : Event Planner And Coordinator

Description : The one stop expo for all fashion Trend. It was the event of range of fashionable and trendy ethnic Indian dresses . the exhibition was attended by more then 2000+ patrons and it gave the opportunity to show a local brand on a huge platform .

Event : MPFL (Mumbai Premier Footsy League) , Navi Mumbai EVENT PROJECT

Post : Event Planner And Coordinator

Description : It was a football event with a professional approach to give a big platform to build team spirit between Individual and create healthy relationship with entertainment, Excitement and a great exposure with Recognition.

NMRE (Navi Mumbai Real Estate Expo), Navi Mumbai EVENT PROJECT

Post : Event Planner And Coordinator

Description : It was a strong industry platform which brings together prominent Real- Estate developers of Mumbai & Navi Mumbai to work towards the development & Housing needs of Mumbai & Navi Mumbai.



EDUCATION/ DEGREE

June 2015 – June 2017 EDUCATION

Master of Commerce (M.Com) at Mahatma Gandhi Kashi Vidyapith

Concentration : Commerce, Accounting, Management and Economics, Marketing

August 2011 – Dec 2014 EDUCATION

Bachelor of Commerce (B.Com) at Mahatma Gandhi Kashi Vidyapith

Concentration : Brand Communication and Management, Entrepreneurship, Finance, Human Resource Management, Insurance and Risk Management, International Business, Supply Chain Management

2011 With 67.00% (1st Division) EDUCATION

Intermediate (10+2) at G.R.G. Inter College

Concentration : Accounting, Banking, Economics and Business Math & Stats.

TECHNICAL EDUCATION

2012 – 2013

Diploma In Computer Course in Computer Application
at Somourd Computech

2013

Attended 3 Days Seminar "Technical Expert- Level 1"
at Techfest IIT Bombay