

# SHIVANI YADAV

Project And Operations Manager

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# **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 selfdevelopment environment.

## **EXPERIENCE**

#### NOW

1<sup>st</sup> Feburary 2021 – Present (work) **Project & Operations Manager at Pixean** • Managing project progress and adapt work as required. Optimizing and improving processes and the overall approach where necessary. Managing relationships with clients and vendors. Ensuring projects meet deadlines. 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**

1<sup>st</sup> Feburary 2019 – 1<sup>st</sup> feburary 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**

5<sup>th</sup> January 2018 – 4<sup>th</sup> December 2018 (WORK)

# **Business Development Executive at The Makkerz**

▼ Contacting potential clients via email or phone to establish rapport 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.

## **LANGUAGES**

English, Hindi

#### **PACKAGES**

MS Office Tools, Office 365, Google Sheets & Google

## **ACCOUNTING & CRM SOFTWARE**

Tally, Zoho, Zendesk & Salesforce Essentials

#### **SKILLS**

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

### RESEARCH INTEREST

**Data Mining and Network Science For Market** 

**Applications:** using network models and data science to solve interdisciplinary problems in complex systems such as financial market (e.g., information diffusion & trading behavior), social network (e.g., online / mobile phone social interactions), and biology (e.g., species invasions via global shipping) in close collaboration with domain experts.

**Theory:** network representation of various types of data; in particular, methods and influences of embedding rich information such as higher-order dependencies into networks.

## **ACTIVITES & SOCIETIES**

I was in a Swimming Team and I was Part of a Marketing **Mind club**, and it was awesome. We did demo shows and hands-on activities for college, general audiences, and anyone else who asked us. We got to light stuff on fire and teach them a little bit about Management And I also Involved in Social Activitie Its Called "Smile" It's for Poor And Needy People to Help Them And Bring Smile on their Face.

- Donated Apheresis For St. Johns Hospital And Medical College
- Donated Blood For S.L. Raheja Hospital,

#### HOBBIES

My hobbies include Exercising • Gaming • Yoga • Reading Novel • Watching TV-Shows And Listening Music. I enjoy doing random walks on the Wikipedia network, Different Blogs & Research Paper (for hours) and learn about different aspects of our world.

# **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.

### **(5)** 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

#### 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

#### ACADEMIC PROJECT IN PG

Title: Security Analysis And Portfolio Management COLLEGE PROJECT

Member: 4, Industry: Management

**Description:** TO STUDY AND UNDERSTAND THE PORTFOLIO MANAGEMENT AND UNDERSTAND THE SECURITY ANALYSIS CONCEPTS.TO MEASURE THE RISK AND RETURN OF PORTFOLIO OF COMPANIES.TO SELECT AN OPTIMUM PORTFOLIO.

#### **SELF LEARNING**

Data Analysis with Microsoft Excel and Google Sheets at Udemy Certificate

Introduction to Product Management at Udemy Certificate

Financial Accounting - Total Advanced at Udemy Certificate

**EXCEL at Work - Complete MS Excel Mastery Beginner to Pro at Udemy Certificate** 

#### **CHARACTER**

EXPLORER, STRAIGHTFORWARD, DEBATER, DEVOTED, PEDANTIC, AGNOSTIC, CONTENTIOUS, PROCRASTINATOR, RELEVANT, EMPATHETIC, STORYTELLER, CONFIDENT, CONSISTENT, CHALLENGING.