



SHIVANI YADAV

Project & Operation Manager / Associate

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

RESUME

I am seeking a challenging and dynamic position that allows me to utilize my skills in managing operations, improving processes, and leading teams to drive business success. My goal is to join a fast-paced and innovative organization where I can apply my expertise and contribute to the growth and success of the company.

EXPERIENCE

NOW

5th, May 2022 – 18th, Nov 2022

Operation Associate at [galleri5](#)

- Story check and approval (on a regular basis and approving no. of Influencer)
- Built and nurtured relationships with influencers, *leading to positive campaign results.*
- Negotiated influencer contracts and deals to *maximize ROI.*
- Monitored industry trends and leveraged best practices to drive campaign success.
- Collaborated with cross-functional teams, such as marketing, creative, and legal, to ensure *campaign success.*
- Connecting with Influencers regarding the merch, approving the merch on the app, then ordering for Influencer.
- Dry runs to check the production set-up and connectivity.
- Assisting the Campaign Manager to ensure campaign objectives are met.
- Oversee our pipeline of leads, establishing best practices on tracking and systematizing outreach.
- Managed influencer budget and resources to ensure efficient use of resources.
- Provided campaign performance reports and insights to stakeholders to *drive informed decision making.*

EARLIER

1st, Feburary 2021 – 15th, March 2022

Project & Operation Manager at [Pixean](#)

- Managed and coordinated photography projects from start to finish, ensuring *on-time delivery.*
- Provided leadership and direction to project teams, ensuring the *successful execution of projects.*
- Developed project plans, schedules, and budgets and managed resources effectively to meet project goals.
- Implemented project management methodologies and tools to improve project efficiency and effectiveness.
- Collaborated with clients, photographers, and other stakeholders to ensure project requirements were met.
- Monitored project performance and took corrective actions as needed to meet project objectives.
- Managed day-to-day operations of the photography business, including staffing, equipment, and facilities.
- Ensured compliance with industry standards and regulations to maintain the high quality of photography services.
- Developed and maintained positive *relationships with clients, photographers, and other stakeholders to ensure repeat business.*

1st, Feburary 2019 – 1st, Feburary 2021

Pre-sales & Operation Eecutive at [Pixean](#)

- Conducted market research and analysis to *identify new business opportunities.*
- Developed and maintained strong relationships with potential clients, photographers, and other stakeholders.
- Acted as the *first point of contact for clients, providing solutions and product demonstrations.*
- Collaborated with sales teams to ensure seamless and effective sales processes.
- Developed and presented *proposals and quotations to clients.*
- Coordinated and managed pre-sales projects, ensuring smooth transitions to the operations team.
- Managed and monitored *operations processes, including staffing, equipment, and facilities.*
- Provided operational support to the sales team to achieve company goals and targets.

BACK THEN

5th, Jaunary 2018 – 4th, December 2018

Business Development Executive at [The Makkerz](#)

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

EVENT PROJECT EXPERIENCE

Event : Vastra Lifestyle Exhibition, Navi Mumbai

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

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

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.

PORTFOLIO WEBSITE

[www.shivaniyadav.in](#)

LANGUAGES

English Hindi

PROJECT MANAGEMENT TOOLS

Trello Slack WATI

SOFTWARE PACKAGES

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

ACCOUNTING & CRM TOOLS

Tally Zoho Zendesk Salesforce Essentials

SKILLS

Operation management, Process improvement, Team leadership, Cross-functional collaboration, Cost reduction, Customer satisfaction, Communication, Problem-solving, Project Management, Strategic Planning, Employee Management, Stakeholder Management, Productivity Improvement, Business Success, Customer Experience, Project Delivery.

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.

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](#)

EDUCATION/ DEGREE

June, 2015 – June, 2017

Master of Commerce (M.Com) at [MGKVP](#)

Concentration : Commerce, Accounting, Management and Economics, Marketing

August 2011 – Dec 2014

Bachelor of Commerce (B.Com) at [MGKVP](#)

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