



SHIVANI YADAV

Operation Associate

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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 self-development environment.

EXPERIENCE

NOW

5th May 2022 – 18th Nov 2022

WORK

Operation Associate at [galleri5](#)

- Story check and approval (on a regular basis and approving no. of Influencer)
- Optimizing and improving processes and the overall approach where necessary.

Ensuring projects meet deadlines.

Identify the rising creators on the short-video platforms in India.

Overseeing all incoming and outgoing project flow.

Creating detailed reports.

Calling/Following-up with influencers for the timely completion of campaigns

- 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
- Ensure all operations are carried on in an appropriate, cost-effective way.

Help the organization's processes remain compliant.

Formulate strategic and operational objectives.

- Influencer profile screening, briefing influencer.

EARLIER

1st May 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.
- 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.
- Find ways to increase quality of customer service.
- Train and supervise staff.

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.
- 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.
- 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 WATI

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.

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](#)