

Shivani Yadav



www.shivaniyadav.in





Hi, I'm Shivani

Project & Operation Manager / Associate

I'm a passionate Project & Operation Manager, Currently Working as Operation Associate in galleri5, I ensure that teams and projects are on track and businesses run as efficiently as possible.

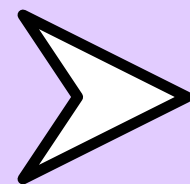
As an Operation Associate my duties and responsibilities typically include coordinating daily business operations, managing and executing various day-to-day operations related task to campaigns. This include tasks such as:

- Coordinating with influencers, clients and cross-functional teams to ensure smooth execution of campaigns
- Overseeing budget tracking and invoicing processes
- Managing project timelines and schedules
- Conducting research and analysis on influencer trends and audience demographics
- Maintaining accurate and up-to-date records of influencer and campaign data

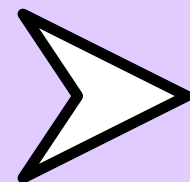
The primary goal of my role as Operation Associate is to support the overall success of the company's influencer marketing efforts, by ensuring that campaigns are executed efficiently and effectively.

I have over **5+ years of experience** in Influencer Marketing, Project, Operations, Client-Relationship, Sales, and in Business Development Management.

Brief Description



Years of Experience



Why I chose this profession.

The operations manager turns an organization's resources into products and services. Choosing an operations position offers opportunities for career growth, impact on the business, a dynamic work environment with a range of responsibilities, cross-functional collaboration and financial stability.

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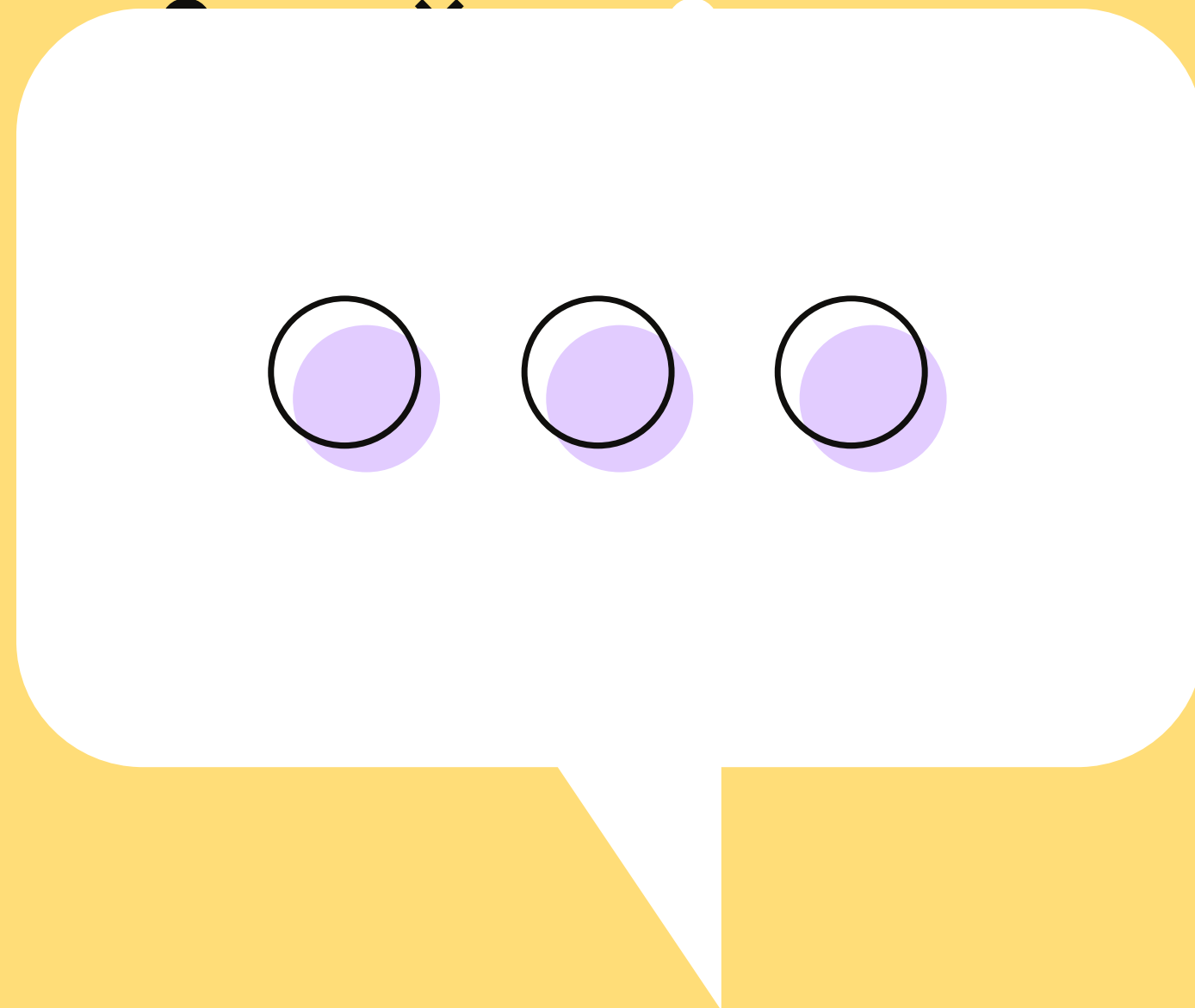
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Projects I can help you with

MY AREAS OF EXPERTISE

DECISION-MAKING SKILLS

I have the ability to think on one's feet and make effective decisions. I believe it is one of the skills required for operations manager roles. It often needs to take a call based on the immediate situation at hand, and the decision is likely to have a significant impact on the organization's progress.

UNDERSTANDING CUSTOMER NEEDS

An efficient operation manager not only understands but also anticipates what the customer might need from the organization. Operations management skills like interpersonal skills help us identify what would satisfy a particular kind of customer. This allows operations managers to directly address customer requirements, which in turn improves customer satisfaction.

INTERPERSONAL SKILLS

Operations managers need to communicate effectively with a range of people regularly—from associates to upper-level management to customers. Perfecting diverse modes of communication, both verbal and written and an open body language can go a long way in skillful operations management.



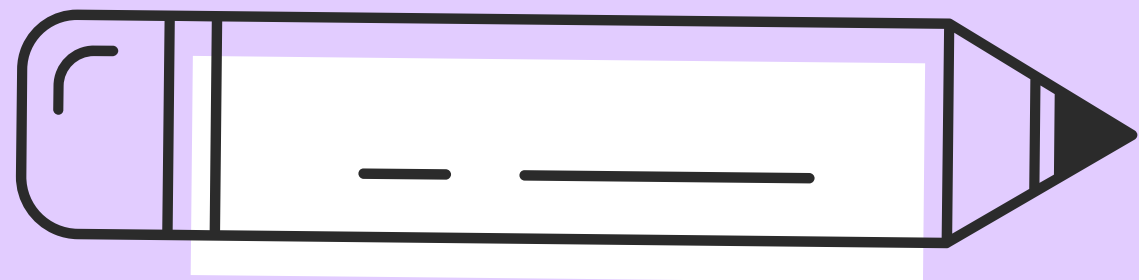


HOW I WORK WITH MY CLIENTS

1. Welcome the Client To Your Business
2. Understand the Client's Expectations
3. Research the competition
4. Talk to the client about their business KPIs and goals
5. Put all your research together
6. Outline the Scope of the Work and Set Milestones
7. Finishing Onboarding New Clients & Maintaining Relationship

Educational background

SCHOOLS ATTENDED



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

Concentration : Commerce, Accounting, Management and Economics, Marketing

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

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

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

Diploma In Computer Course in Computer Application at Somour Computer

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

Projects I was a part of

RECENT PROJECTS I WORKED ON



Pixean

Pixean is an online photography learning and recognition platform where people of different photography interests interact and learn from each other skills.

Stillswab

Store and manage all your images for personal, clients, and corporate use.
Access across all devices anytime anywhere

Vastra Lifestyle Exhibition

The one stop expo for all fashion Trend. It was the event of range of fashionable and trendy ethnic Indian dresses

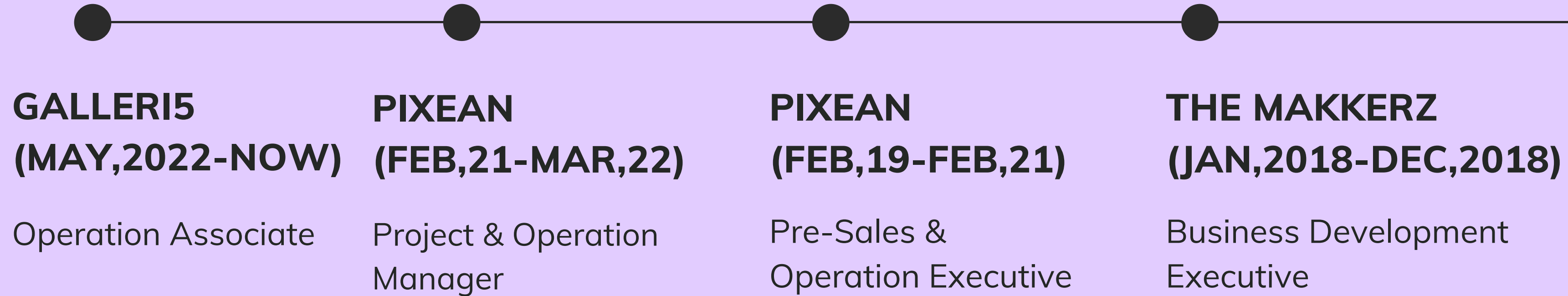
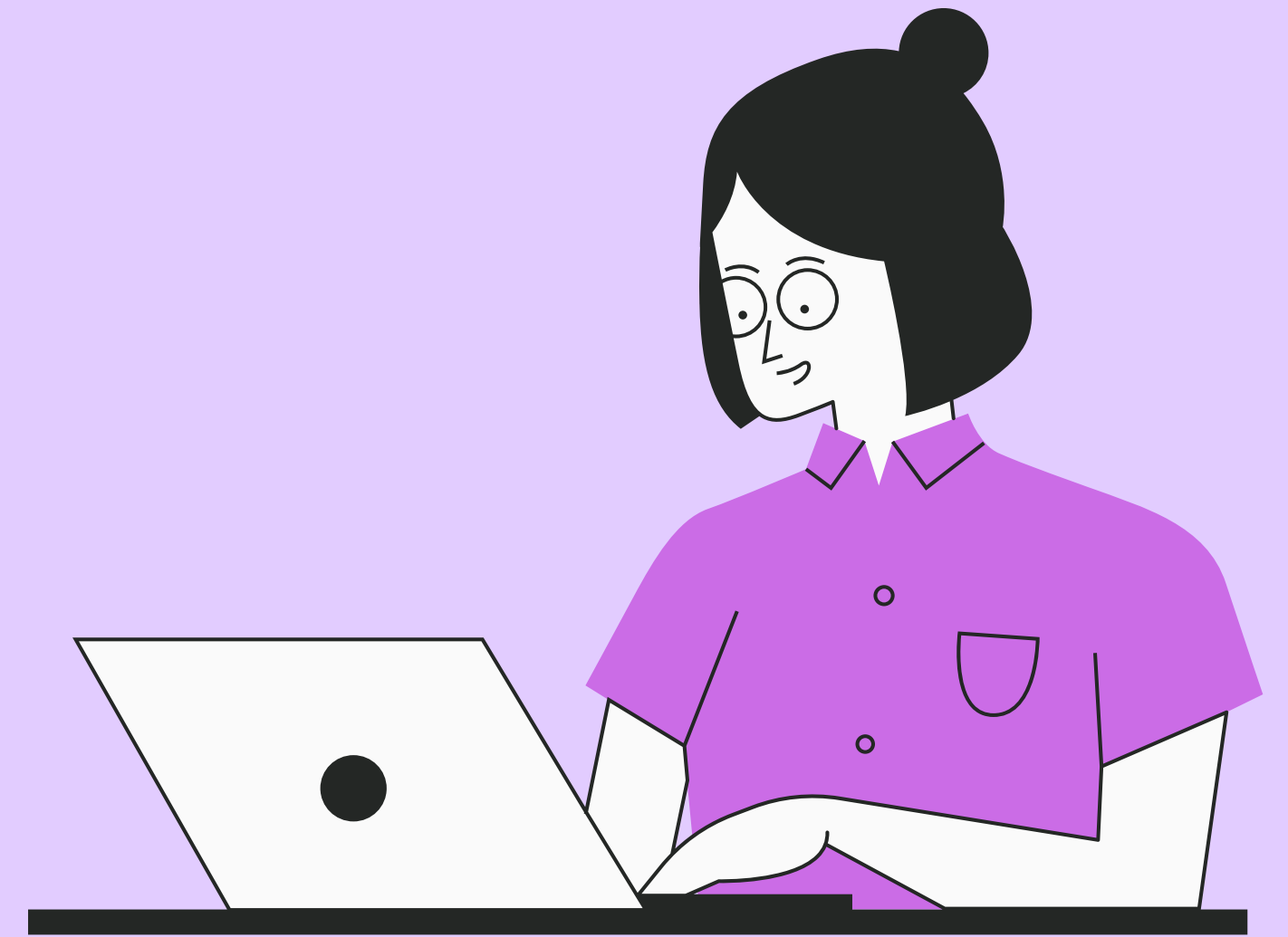
MPFL

It was a football event with a professional approach to give a big platform to build team spirit

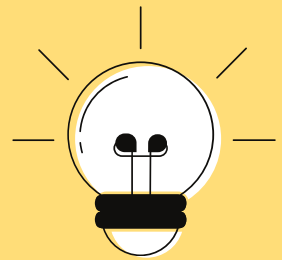
NMRE

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

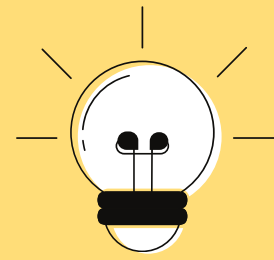
Employment History



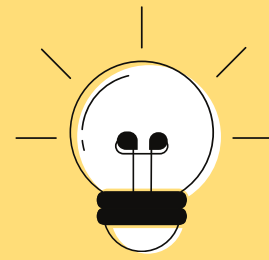
Traits skills I'm proud to have



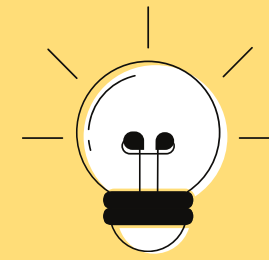
Operation
Management



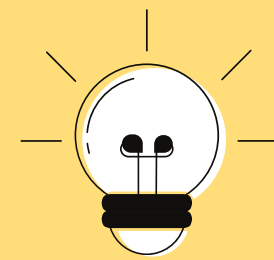
Process
Improvement



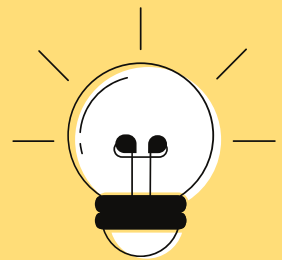
Team
Leadership



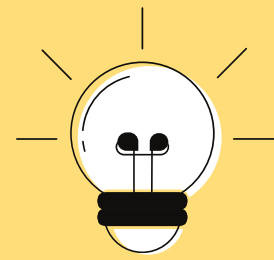
Cross-functional
Collaboration



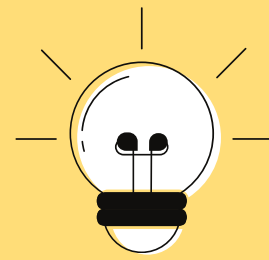
Cost Reduction



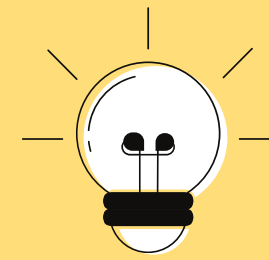
Customer
Satisfaction



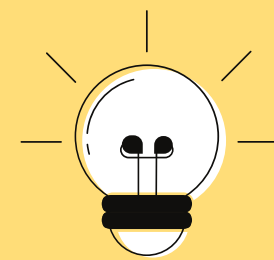
Project
Management



Productivity
Improvement



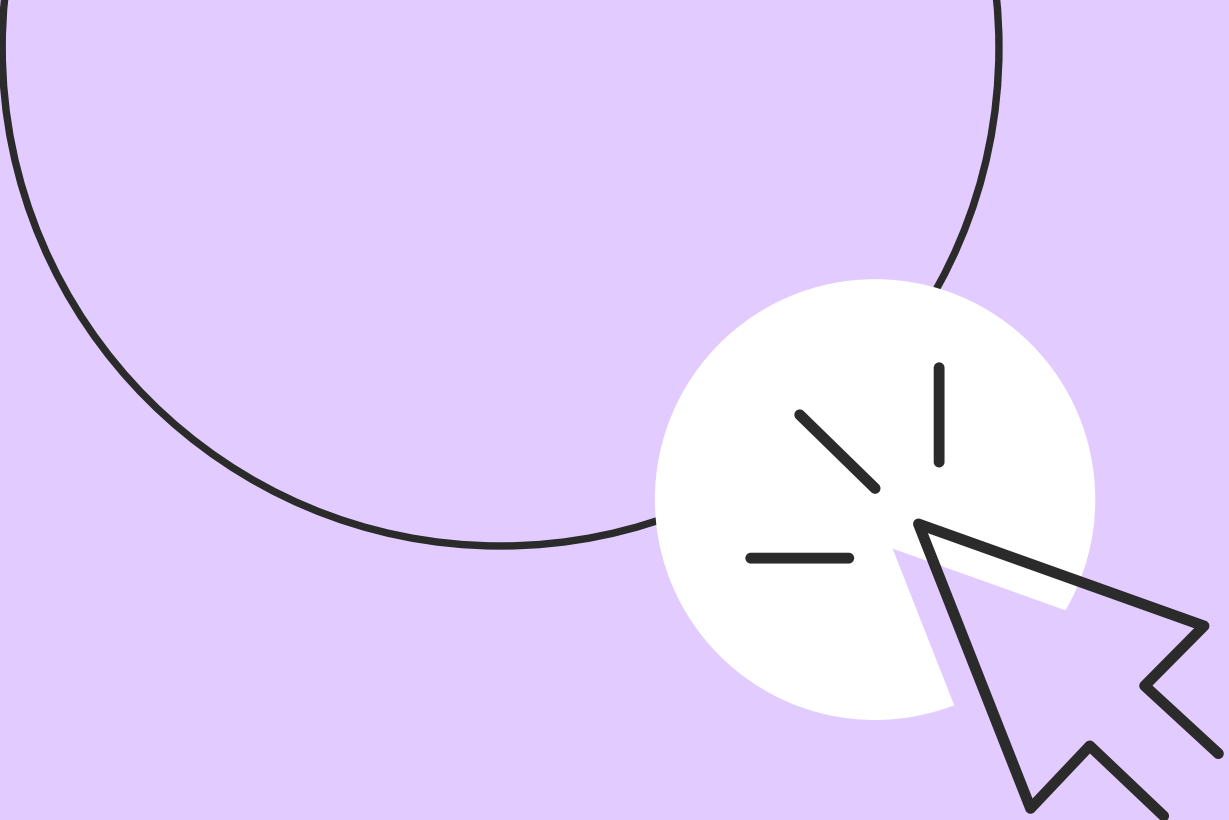
Project Delivery



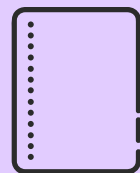
Business Success

Applications I use

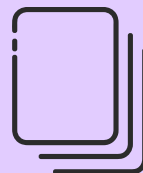
TOOLS I'M ADEPT IN



Trello



Slack



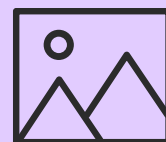
MS Office Tools



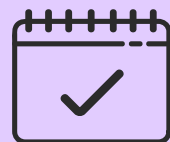
G-Sheet & Doc



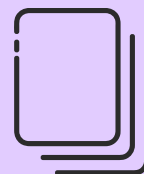
PandaDoc



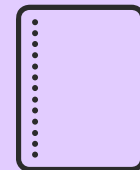
Tally



Zoho



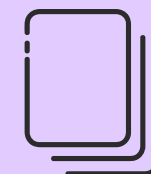
Zendesk



Salesforce
Essentials



G-Suit



WATI

Around the web



LINKEDIN



ANGELLIST

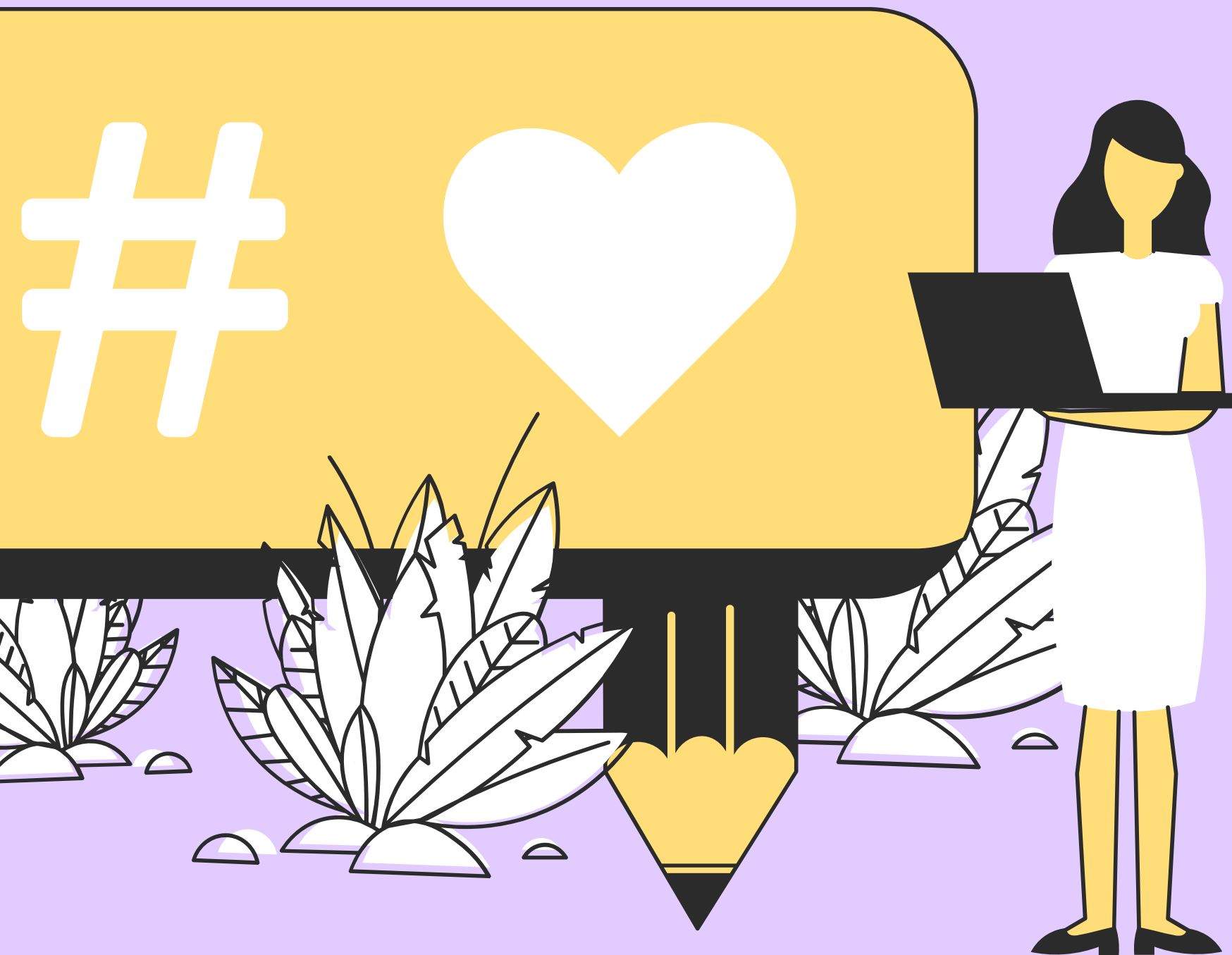


TWITTER



FACEBOOK





Work with me!

LET ME KNOW HOW I CAN HELP

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