Sheetal Maniyar

Certified Project Management Professional

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SUMMARY

The People Person. That's what my colleagues call me!
As a 2020 London Management Academy Graduate, I bring a passion for project management and a drive to excel in challenging and dynamic environments. I am eager to contribute my skills and knowledge to add value to the organization while continually enhancing my abilities. With a focus on continuous improvement, I am committed to staying abreast of industry trends and upgrading my skill set to deliver successful project outcomes.

EXPERIENCE

Head of Corporate Innovation

All India Robotics Association   📅 04/2023 – Current

- Led multiple innovation projects within the robotics sector, guiding cross-functional teams through all stages of project development, from conception to implementation.
- Strategic Planning and Execution: Developed comprehensive project plans and strategies to align with organizational objectives, ensuring efficient resource allocation and timely delivery of project milestones.
- Collaborative Team Management: Fostered a collaborative work environment by effectively coordinating with teams across departments, including engineering, marketing, and research, to drive project success through collective efforts.
- Risk Assessment and Mitigation: Conducted thorough risk assessments to anticipate potential challenges and implement proactive measures, thereby minimizing project disruptions and ensuring smooth execution.
- Results-Driven Leadership: Provided visionary leadership to project teams, inspiring motivation and dedication to achieving project goals and delivering impactful outcomes within the robotics industry.

Junior Ui/Ux Designer

Neural Foundry   📅 10/2022 – 03/2023

- Demonstrated proficiency in user interface (UI) and user experience (UX) design principles, leveraging creative insights to craft intuitive and visually appealing digital experiences across various platforms.
- Utilized Figma as a primary tool for design ideation, prototyping, and collaboration, effectively managing design projects by organizing files, creating design systems, and facilitating seamless communication among team members.
- Collaborated closely with cross-functional teams, including developers, product managers, and stakeholders, to understand project requirements, define design objectives, and ensure alignment with project timelines and deliverables.
- Implemented an iterative design process, incorporating user feedback and usability testing results to iterate on designs iteratively, ensuring continuous improvement and optimization of the user experience.
- Conducted thorough quality assurance checks to maintain design integrity and consistency, ensuring adherence to brand guidelines and accessibility standards while delivering high-quality design solutions that meet user needs and business objectives.

Business Development Associate

Little Master Digital Pvt Ltd   📅 04/2021 – 11/2021

- Lead Management: Established a database for leads generated from school workshops, optimizing user acquisition efforts.
- KPI Dashboard: Developed KPIs and a dashboard for sales team visibility, facilitating course corrections and subscription upgrades.
- Alternate Acquisition Channels: Explored affiliate and influencer marketing to enhance upselling opportunities.

CERTIFICATION

Google Project Management : Professional Certificate

SKILLS

Project Planning & Scheduling

Agile methodologies   Budget Management

Cross - Functional Collaboration

Risk Management   Resource Allocation

Team Leadership & Motivation

Corporate Change Management

Software Development Life Cycle

Wire-framing, Prototyping   User - Persona

Business Process Improvement

Strategic Planning   Stakeholder Management

TOOLS

Project Management Tools - Jira , Asana

Microsoft 365   Figma, Fig - Jam

SharePoint   Google Sheets, Docs

EDUCATION

Bachelor of Business Administration(Finance , Marketing)
Osmania University
📅 2018 - 2020
GPA 9.05/10

Higher Secondary School
Urban Junior College
📅 2016 - 2017
GPA 9.03/10

Schooling
Delhi Public School, Nacharam
📅 2015
GPA 9.00/10