



# Dolly Kumar

## PROJECT DIRECTOR

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Result-orientated project management professional with experience of covering project and product management including developing, implementing and supporting complex infrastructures for fast growing startups. A fast and eager learner, I am detail oriented and adapt to changing project requirements quickly to meet business goals.

## Experience

### Project Director at Eternity Landscapes Pvt Ltd

**Sep 2022- Present**

- Executed daily operations of project manager Reviewed project proposals to determine time frame, funding limitations, procedures for accomplishing a project, staffing requirements and allotment of available resources to various phases of a project.
- Planned activities of designated projects to ensure that objectives were accomplished within a prescribed time frame and funding parameters.
- Implement communication plans to address each project and alert key stakeholders and Executives of barriers or risk to a projects and provide resolutions.
- Trained and managed 40 employees and achieved significant improvements in their productivity.
- Directed activities of project personnel to ensure the project progressed on schedule and within a prescribed budget.
- Established a work plan and staffing for each phase of a project and arranged for recruitment and assignment of project personnel.

### Project Analyst at Newton School

**Feb 2022 - Aug 2022**

- Worked closely with program manager, project managers, and sales staff to support Program needs including sales support and CRM management.
- Performed data and financial analysis related to the program and CRM systems.
- Analysed customer data to validate data integrity and process data for program implementation.
- Communicate program details to customers and finalise implementation details as per program guidelines.
- Supported to development and dissemination of sales training and program materials.
- Communicate any and all issues to teams and troubleshoot onsite in real time with any unseen issues along with handling team of 15.

### Project Manager at ONETOUR

**Jun 2019 - Jan 2022**

- Created project plans to fit stakeholder and customer needs and deliver with-in budget on desired outcomes; full accountability for project results.
- Did end to end delivery of the product and managed people keeping customers first at the core having the long term vision in accordance with customer and business needs.
- Performed project tracking through clear and concise status reports and time management reports; proactively identified potential issues and track project member progress against commitments.
- Managed sales team, scheduled promotional work, tracked sales activities across channels, and ensured high service delivery and execution.

## Education

### Mount Carmel University

**2016 - 2019**

- Bachelor of Commerce
- Major in Finance , Managerial Economics and Human Resource

## Skills

- Multi Project Management
- Process Improvement
- Effective Communication
- Data Analysis
- Problem Solving
- Project Coordination
- Team Management
- Budget Management