



Shivani Bagri

👤 12 september 1995 🇮🇳 Indian 📍 C-10/12 krishna nagar near sai baba mandir, Delhi 110051, India
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👤 Profile

As an experienced Project Coordinator, my objective is to utilize my expertise in planning, organizing, and coordinating projects to successfully deliver projects on time and within budget. With my strong communication and leadership skills, I aim to efficiently collaborate with team members, stakeholders, and clients to ensure that project goals are met and exceeded. I am committed to continuous learning and growth, and I strive to bring innovation and creativity to every project I undertake.

📁 Work Experience

11/2019 – 09/2022
Noida, India

Project Coordinator **Evelyn learning systems pvt ltd**

- Client of the Project was U.S based Ed-tech Company, coursehero.com.
- Assigning Projects to team, delivering completed project to Quality Analyst and Team Leader, handling complete project process, participating in meeting with team leader to understand the requirements.
- Used Pivot tables to create different type of report to evaluate team performance, improvement in quality and on time delivery to client based on data analysis.
- Used Vlookup, Pivot table, other Advanced Excel tools to create different type of report.
- Assist in creating project plans, defining project scope, objectives, deliverables, and timelines and work closely with project managers to establish clear project goals and develop strategies to achieve them.
- Handled one large project from starting to end, participated in multiple meetings with the team leader, explained requirements to team, handle team for timely completion of project.
- Reported regularly to managers on project target, progress and technical problems.
- Resource planning and staffing as per project requirements.
- Tracked all hours to keep project on task.
- Provided input and feedback on departmental initiatives, directives and strategies to contribute to project success.

03/2017 – 11/2019
Delhi, India

Key account manager **Bagri Steel Corporation (India)**

- Managing the entire order cycle of timely booking of Order / Invoicing / Dispatching / and providing timely dispatch details to customers
- Checking and Verification of Purchase Order, Price, Items, Eway Bill, Delivery Challan & other things related to dispatch.
- Handling & understanding queries of Clients related VAT & GST.
- Research, identify and contact national sellers to improve product offering.
- Coordinating pre-sales and post-sales follow up.



Skills

- KNOWLEDGE OF AI (ARTIFICIAL INTELLIGENCE) TOOLS
- KNOWLEDGE OF POWER BI
- MS WORD, POWER POINT, MS EXCEL
- PLANNING AND COORDINATION
- TEAM WORK, TEAM PLAYER, CREATIVE
- [30] WPM TYPING SPEED



Strengths

Organized

Detail-oriented

Multi-tasker

Problem solver

Time management

Responsible

Adaptable

Networking



Hobbies



Exploring distant lands



Capturing moments



Feeling the music



Every kind of sport



Learning new things



Education

04/2023 – present
Punjab, India

Masters of Business Administration (MBA) | Master
Chandigarh University

04/2013 – 07/2016
Delhi, India

Bachelor of Commerce (Honours) | Graduation
University of Delhi

05/2012 – 06/2013
Delhi, India

Commerce | Higher Secondary Certificate
Bal Mandir Sr. Sec School

05/2010 – 06/2011
Delhi, India

Commerce | Secondary School Certificate
St. Andrews Sr. Sec. School



Languages

- HINDI

- ENGLISH