

NAYAN VYAS

[nayan.vyas22@sibm.edu.in](mailto:nayan.vyas22@sibm.edu.in)

+91-9053278554

[Linkedin](https://www.linkedin.com/in/nayan-vyas-310148137/) Profile

# Academic Profile

### MBA |SIBM Bengaluru

Pursuing 2020 - 2022

### BTech. (CSE) / UIET,

MDU Rohtak 2015-2019

73.68%

### Class XII (PCM)

MDS public school (CBSE) 2013-2014

85.20%

### Class X

St. Gregorios Sr. Sec. school (CBSE Board) 2011-2012

93.10%

# Languages Known

English and Hindi

# Hobbies & Interests

Writing, sketching, running

# Skills

Tableau, Microsoft Excel, Powerpoint, Leankit

**EMPLOYMENT DETAILS**

**Business Analyst (Project Manager) at IBM. MAY 2022-Present**Managed end to end projects across various pillars within the organization and contribute towards overall vision of organization.

As PM, I collaborated closely with peers, internal departments, supporting the leadership team to manage internal and external deadlines and iterations.

Managed projects with strong organizational skills and support on the following tasks-

* Monitored 10 Projects with Triple constraints - Time, Cost & Scope; to ensure completion of project deliverables.
* Organized and managed project meetings - produced, maintained, and distributed meeting minutes, project documentation, updates, status reports, project modifications, key deliverables and approvals for project stakeholders and task owners
* Managed project execution, including inputting project schedules, track status and adjustments, and ensured all milestones, actions and deadlines are met on-schedule.
* Ensured that tasks are delivered as per committed deadlines (SLA/KPIs)

**SUMMER INTERNSHIP**

### Insplore Consultants, JUN 2021-AUG 2021

* Handled sales and HR role for the company
* Increased revenue for the business by lead generation
* Maintained relationships with clients and resolved queries
* Handled recruitment and selection process with the team.

## INTERNSHIP & LIVE PROJECTS

### Internship | Nblik, APR 2021-MAY 2021

*Community Manager- Intern*

* + Created brand awareness through active and engaging virtual presence
  + Onboarded 50 writers and users for the platform

### Live Project | MedTourEasy, SEP 2020

*Human Resource Trainee- Intern*

* + Generated leads for hiring potential candidates by coordinating with different universities
  + Managed intern recruitment process focused on onboarding right talent for organization

### Internship | Abroeduship , DEC 2019–FEB 2020

*Digital Marketing – Intern*

* + Worked on digital media management using google analytics, email marketing, SEO
  + Created brand awareness through active and engaging virtual presence
  + Acted as social media enabler by writing attractive content for mails and social media

## CERTIFICATIONS

* + Critical thinking and problem-solving | edX
  + Digital marketing course | Udemy
  + Bloomberg Market Concepts | Bloomberg for Education
  + Hands-On Tableau Training for Data Science | Udemy
  + Operations Analytics | Coursera
  + Supply Chain Logistics | Coursera
  + Agile Fundamentals: including Scrum and Kanban | Udemy

**EXTRA CURRICULAR ACTIVITIES**

* Member | Hippocampus club in college- Organized many art/crafts competitions.
* Spearheaded the registration process of youth teams from all over India by being an active member of Registration Committee during National Youth fest (2017)
* Joined NCC as a young cadet during school and received ‘A’ certificate (2010)
* One among 15 students who completed All India Girls Trekking Expedition measuring 96Kms
* An avid athlete with medals in relay and 100 meters sprints