

# HIMANSHU TIWARI

(Project Manager)



Gmail



Phone



GitHub



LinkedIn



Website



Hyderabad

## PROFESSIONAL EXPERIENCE

(28 Months)

### Agile Group | Assistant Project Manager

Jan 2023 - Dec 2023

- Spearheaded the PMKYV RPL Project, surpassing goals within a condensed timeframe and driving a 480% increase in the number of certified candidates within six months.
- RPL project included scheduling training, batch creation, monitoring, and maintaining proper data.
- Synchronized branches to ease the project completion.
- Prepared and worked on MIS reports of various branches and documentation work.
- Used Project Mgmt. tools to analyse the project data and maintain seamless progress.
- Developed a comprehensive cost-tracking system that provided real-time budgetary updates, empowering better financial decision-making.

### MeGo | Project Coordinator

Jun 2022 - Dec 2022

- Used laboratories and various equipment to examine the product quality and positioning.
- Done research and development work from various sources to accomplish new genuine products.
- Used graphic tools to create reels/shorts to promote the products to larger customers.
- Performed consultant reviews and provided client feedback on performance.
- Earned discretionary bonus for work accomplished on challenged projects.

## FREELANCE EXPERIENCE

(09 Months)

### Freelance Project Manager (Web & Graphic)

Jan 2024 - Present

- Managed client's social portfolios and projects with creative posts and daily updates.
- Used Graphic tools to create the best designs for companies social media projects.
- Created various applications such as portfolios, advertisements, brochures, magazines, and reports.
- Created compelling website layouts and content for eCommerce and non-eCommerce clients.

### HARD SKILLS

- ClickUp
- Trello
- MS Office
- Zoho Project
- Kanban Boards
- Gantt charts
- Adobe (Ps-Pr-Ae)
- Graphic Design

### SOFT SKILLS

- Planning
- Leadership
- Communication
- Risk-Management
- Adaptability
- Budgeting
- Problem Solving
- Project Scoping

## EDUCATIONAL QUALIFICATION

IGNOU, NEW DELHI

Master of Business Administration  
in Project Management (Pursuing)

Statistics: O Grade (Core Subject)

Entrepreneurship: O Grade (Coursework)

Marketing Management: A Grade (GE Subject)

## AWARDS & CERTIFICATIONS

- Appreciation by Agile Group
- 'Best Performer' - MeGo
- Get started with Jira
- Project Management with ClickUp
- Business Analysis & Process Management