HIMANSHU TIWARI

Project | Operations Manager

himanshutiwari.contact@gmail.com | +91-9014696834 | himanshu-tiwarii.github.io

SKILLS

Tools

- MS Office
- Generative AI
- Framer
- Trello
- DaVinci Resolve

Technologies

- HTML
- CSS
- SQL

Others

- Public Speaking
- Planning
- Leadership
- Budgeting
- Project Scoping
- Risk-Management

LINKS

Web: **himanshu-tiwarii.github.io**
Github://himanshu-tiwarii
Linkedin://himanshutiwari1

LANGUAGES

- English | Hindi

AWARDS

- Appreciation by Agile Group
- **'Best Performer'** - MeGo

CERTIFICATIONS

- Google Analytics
- Content Creation Generative AI
- Search Engine Optimization (SEO)
- Google Ads
- Jira - Project Management
- Click-Up Project Management
- Business Analysis
  & Process Management

EXPERIENCE

Freelance   AI Web & Graphics Design | Jan 2024 - Present

- Collaborated with clients to define project scope, manage timelines, and execute solutions aligned with business goals.
- Integrated and utilized AI tools for content creation, design automation, and client deliverables.
- Led cross-functional teams of designers, developers, and content creators to deliver high-impact digital solutions.
- Managed end-to-end project lifecycles for web development and graphic design projects, from client onboarding to final delivery.

Agile Group   Assistant Project Manager | Jul 2023 - Dec 2023

- Spearheaded the **PMKVY RPL Government Project**, exceeding targets and driving a **480% increase** in certified candidates.
- Managed RPL project activities including training scheduling, batch creation, progress monitoring, and accurate data maintenance.
- Coordinated across multiple branch locations to streamline project execution and ensure timely delivery.
- Compiled and analysed MIS reports across various branches, overseeing documentation and compliance.
- Leveraged project management tools to track milestones, analyse data trends, and ensure consistent project advancement.
- Designed and implemented a real-time cost-tracking system, enhancing budget oversight and financial transparency.

MeGo   Project Coordinator | Jun 2022 - Jun 2023

- Utilized a range of equipment to inspect and ensure product quality and optimal positioning.
- Conducted research and development using diverse sources to support the creation of innovative and original products.
- Designed and produced promotional reels and shorts using graphic tools to enhance brand visibility and customer engagement.
- Delivered consultancy reviews and gathered client feedback to improve product performance and satisfaction.
- Received a discretionary bonus in recognition of successful contributions to high-impact and challenging projects.

EDUCATION

Loyola Academy, Hyderabad
B.Sc. Food Science, Nutrition and Dietetics (CGPA : 8.98)
Statistics: O Grade
Entrepreneurship: O Grade
Marketing Management: A Grade