

HIMANSHU TIWARI

Project | Operations Manager

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SKILLS

Tools

- ClickUp
- Trello
- MS Office
- Kanban Boards
- Gantt charts

Technologies

- HTML
- CSS
- SQL

Others

- Content Creation
- Video Editing
- Public Speaking
- Graphic Designing
- Planning
- Leadership
- Risk-Management
- Budgeting
- Project Scoping

LINKS

Web: himanshu-tiwarii.github.io

Github://himanshu-tiwarii

Linkedin:///himanshutiwari1

LANGUAGES

- English | Hindi

AWARDS

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

CERTIFICATIONS

- Get started with **Jira**
- **ClickUp** Project Management
- Business Analysis & Process Management

EXPERIENCE

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.

Agile Group Assistant Project Manager | Jul 2023 - Dec 2023

- Spearheaded the **PMKYV RPL Govt. 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.

MeGo Project Coordinator | Jun 2022 - Jun 2023

- Used 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.

EDUCATION

IGNOU, NEW DELHI

Master of Business Administration
in **Project Management** (Pursuing)

Statistics: O Grade

Entrepreneurship: O Grade

Marketing Management: A Grade