

Jitvan Vij

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PROFESSIONAL SUMMARY

Dynamic MBA graduate with 4+ years of experience in project management, procurement, and logistics within engineering and technology sectors. Successfully managed procurement projects worth \$262M, ensuring seamless operations across global markets. Skilled in supplier management, data analysis, risk mitigation, and cross-functional collaboration. Adept at delivering projects on time and within budget while optimizing processes. Seeking to leverage expertise in a project management-focused role.

PROFESSIONAL EXPERIENCE

Assistant Project Manager

Talbro Engineering Ltd | Faridabad, Haryana

March 2020 – August 2024

- Managed project timelines, budgets, and resource allocation, ensuring successful on-time delivery.
- Led cross-functional collaboration with engineering, manufacturing, and supplier teams to meet milestones.
- Implemented risk mitigation strategies and maintained comprehensive project documentation.
- Improved cost efficiency by identifying savings opportunities in project workflows.

Procurement Manager

Jaguar Steel and Coal Pte Ltd | Gurgaon, Haryana

December 2020 – August 2024

- Procured scrap commodities (ferrous, non-ferrous, paper) across global markets, focusing on US and UK suppliers.
- Negotiated contracts, optimized sourcing strategies, and ensured quality control with independent inspections.
- Streamlined logistics operations from supplier loading to buyer pickup, ensuring timely delivery.
- Conducted market trend analysis to forecast material demands and enhance supply chain efficiency.

Sales & Marketing Manager

Rototech | Delhi

August 2018 – January 2020

- Developed and implemented sales and marketing strategies, achieving increased client engagement and product launches.
- Conducted market research to analyze trends and competitors, informing business strategies.
- Strengthened client relationships, resulting in repeat business and increased revenue.

EDUCATION

MS in Applied Business Analytics

Boston University | Boston, MA

2024 – Ongoing

Minor: Project Management

Master of Business Administration (MBA)

Bharati Vidyapeeth | Pune

2022 – 2024

Specialization: Project Management & Financial Management

Bachelor's in Business Administration

Guru Gobind Singh Indraprastha University | New Delhi

2017 – 2020

SKILLS

- **Project Management:** Budgeting, risk management, resource allocation, and stakeholder engagement.
- **Procurement & Logistics:** Vendor negotiations, global sourcing, and end-to-end logistics coordination.
- **Data Analysis:** Statistical modeling, market forecasting, and process optimization.
- **Communication:** Expertise in presentations, reporting, and stakeholder alignment.
- **Software Proficiency:** Advanced Microsoft Excel, PowerPoint, Word, R, Cloud Computing (AWS), MS Project
- **AI-Assisted Workflow Optimization** – Leveraging AI tools to streamline tasks, enhance productivity, and improve efficiency.