

PROFESSIONAL SUMMARY:

Possessing exceptional communication skills, people management capabilities and a keen analytical mindset, I consistently excel in driving client satisfaction and optimizing project outcomes. With a strong background in project management, I have successfully led and executed complex initiatives, meeting deadlines and surpassing expectations. My ability to communicate complex ideas clearly and concisely enables me to build strong rapport with stakeholders at all levels.

SKILLS:

Analytical skills, People management, Delegation, Leadership, Performance management, Verbal communication, Tracking & Troubleshooting, Interpersonal skills, Content writing, Secondary research, PowerPoint/Word/Excel.

CERTIFICATION:

- Sales Management || IBS Gurgaon.
- Brand Management & Aligning Business || Coursera
- Certification in Digital Marketing || Google
- Certified in Cambridge English || Mody University

POSITION OF RESPONSIBILITY:

- Vice-Coordinator of Placement Cell, IBS Gurgaon.
- Core committee member || Brand Management.

EXPERIENCE:

Deloitte Consulting USI

Analyst 2: Project Management Consultant

Jul'22 – Currently

- ❖ Implementing market analysis, benchmarking and budgeting of data management. Track the internal portal with the invoice,
- ❖ Identifying potential risk & issues and develop mitigation strategies to address them.
- ❖ Creating project plan defining the scope, scheduling meeting with the client, plan the activity cycle and escalate the delays.
- ❖ Acting as a liaison between various stakeholders, project managers and end users.
- ❖ Analyze and compensate data and deliver it to the client in terms of presentation.
- ❖ Maintaining comprehensive release notes, change logs, incident management and developing guides for handovers.
- ❖ Structuring, negotiating, tracking and reporting the compensation for the project.
- ❖ Managing the project lifecycle, end to end and acting as a liaison.
- ❖ Demonstrates effective, clear and professional written and oral communication.

NS3 Tech Solutions Pvt.

Nov'19 – Jul'20

Resource Coordinator

- ❖ Managing and allocating resources effectively with the effective calendar management.
- ❖ Coordination, prepare reports, track resources to support the backend decision.
- ❖ Provide trainings, om software/tools to make the process smooth for the resource.
- ❖ Managed a team of 10 people and developed strategic plan to generate business.

INTERNSHIPS:

Jindal Stainless Limited

Feb'21 – May'21

Management Trainee: Marketing

- ❖ Methodological skill application: conducting market surveys and getting leads from unexplored markets
- ❖ Develop supply chain and fabricators
- ❖ Importance of a B2B2C platform in the stainless-steel industry- promotion via fabricator development programs
- ❖ Real-time experience doing market research and practical experience persuading end customers to complete a questionnaire
- ❖ Building relationship with customers, clients, suppliers and manufacturers

GradRight

Feb'19 – Aug'19

Data Researcher

- ❖ Collecting, analyzing and interpreting data to solve complex issues.
- ❖ Gather information for various B-Schools on basis of certain criteria's.
- ❖ Data accuracy, statistical analysis, generating reports and charts through various internal tools.

PROJECTS:

- ❖ Created a user interface for an already existing company's service, defined its boundary structure, and projected its functionality.
- ❖ Developed backend techniques and designed the user interface in line with the pricing schemes.
- ❖ Impact on leadership & organizational behavior: Interviewed an HR representative based on their current duties and responsibilities, the key influence of employee productivity behavior.

EDUCATION:

PGPM (Marketing, Human Resource)

2020-22

ICFAI Business School Gurgaon

B. Tech (Computer Science)

2014-18

Mody University

CBSE, Ajmer, 12th Std

2014

CBSE, Ajmer, 10th Std

2012