

# ANKITA JOSHI

+91 8826007565



Project Manager

joshiankita455@gmail.com



East Delhi, Delhi, India



## SUMMARY

Dynamic and customer-focused Project Manager with a strong background in market research and operations. Proven track record of driving company profits by enhancing team efficiency and productivity. Exceptional communication skills enable the building of meaningful, trusting relationships that consistently exceed client expectations. Expert in analysis, quantitative problem-solving, and strategic planning. Dedicated to continuous improvement and company growth through effective project management and innovative solutions.

## EDUCATION

### Indira Gandhi National Open University

Master Of Computer Applications  
2018 – 2020

### Indira Gandhi National Open University

Bachelor Of Computer Applications  
2014-2018

### Greenway Modern Sr. Sec. School

Senior Secondary  
2013-2014

### Greenway Modern Sr. Sec. School

Secondary  
2011-2012

## SKILLS

- **Project Management:** Expertise in planning, executing, and closing projects, ensuring they are completed on time and within budget.
- **Client Relationship Management:** Ability to build and maintain strong relationships with clients, understanding their needs, and exceeding their expectations.
- **Team Leadership:** Proven experience in leading and motivating teams to achieve project goals and deliver high-quality results.

## PROFESSIONAL EXPERIENCE

### Project Manager

DoWell Research Pte Ltd | January, 2022 - Present

- **Increased Revenue:** Boosted company revenue by consistently maintaining a strong reputation with clients through excellent service and reliable project delivery.
- **Leadership Excellence:** Provided outstanding leadership, ensuring steady and productive operations by guiding and motivating the team to achieve project goals.
- **High-Profile Projects:** Successfully managed major client projects for industry leaders such as Google, Spotify, and AnswerLab, delivering exceptional results and meeting all project requirements.
- **Client Relationship Management:** Utilized superior communication skills to build and sustain positive relationships with clients, leading to high client satisfaction and repeat business.
- **Team Support and Coordination:** Offered comprehensive support and guidance to team members, facilitating efficient assignment execution and on-time deliverables.
- **Workflow Optimization:** Applied expert knowledge to streamline daily tasks and workflows, enhancing overall productivity and operational efficiency.

### Operations Manager

Terrago Logistics Pvt Ltd | June, 2021 - September, 2021

- **Website Operations Management:** Oversaw all aspects of website operations, ensuring smooth and efficient functioning.
- **Data Organization:** Organized and maintained operational data systematically, facilitating easy access and analysis.
- **Fieldworker Coordination:** Coordinated with fieldworkers to collect, verify, and integrate data accurately, ensuring data integrity.
- **Live Data Handling:** Managed daily live data on the website, monitoring performance and ensuring real-time updates.

- **Communication Skills:** Superior verbal and written communication abilities, essential for effective collaboration and stakeholder management.
- **Time Management:** Skilled in prioritizing tasks and managing time efficiently to meet project deadlines.
- **Research & Strategy:** Strong analytical skills for conducting market research and developing strategic plans based on findings.
- **Quantitative Problem Solving:** Ability to analyze data and solve complex problems using quantitative methods.
- **Workflow Optimization:** Expertise in streamlining workflows and processes to enhance productivity and efficiency.
- **Project Risk Anticipation:** Skilled in identifying potential project risks and developing mitigation strategies.
- **Operational Efficiency:** Strong background in managing operational tasks and ensuring smooth day-to-day operations.

## CAREER GOALS

- **Advance Expertise:** Continuously enhance expertise in project management methodologies, market research techniques, and emerging technologies to become a subject matter expert in the field.
- **Leadership Development:** Aspire to take on increasing levels of responsibility and leadership roles within project management, leading cross-functional teams to deliver impactful results and drive organizational success.
- **Client Relationship Management:** Aim to further develop skills in client relationship management, with a focus on understanding client needs, anticipating future requirements, and exceeding expectations to foster long-term partnerships.
- **Contribution to Organizational Growth:** Strive to make significant contributions to the growth and success of the organization by consistently delivering high-quality projects on time, within budget, and with exceptional client satisfaction.
- **Mentorship and Knowledge Sharing:** Aspire to mentor and support junior project managers, sharing experiences, insights, and best practices to help them grow and develop in their own careers.

- **Issue Testing and Reporting:** Conducted thorough testing and generated detailed reports to identify and resolve any website issues or errors promptly.
- **Meeting Facilitation:** Led and participated in meetings focused on testing procedures, operational strategies, and website performance enhancements.
- **Website Demos:** Conducted and attended meetings to demonstrate website functionalities and features to stakeholders, ensuring clear communication and understanding.

## Operations Manager

Ace Overseas | February, 2021 - May, 2021

- **Operational Task Management:** Efficiently handled a wide range of operational tasks, ensuring smooth day-to-day business activities.
- **Team Meeting Facilitation:** Conducted and hosted regular team meetings to discuss project progress, address issues, and strategize future actions, promoting effective collaboration.
- **Email Marketing Campaigns:** Designed and executed targeted email marketing campaigns to increase customer engagement and drive sales.
- **Social Media Marketing:** Managed social media marketing efforts, creating and curating content to enhance the company's online presence and brand awareness.
- **Online Summit Organization:** Successfully organized online summits with national and international clients from various industries, coordinating all logistical aspects to ensure seamless execution.
- **Summit Data Management:** Organized and maintained comprehensive data records of summits conducted, ensuring accurate documentation and easy retrieval for future reference.

## CERTIFICATIONS

- **Certified Associate in Project Management (CAPM)** by Joseph Philips: Demonstrates a solid foundation in project management principles and practices, enhancing your ability to manage projects efficiently and effectively.
- **National Institute of Information Technology (NIIT) Examination:** Recognized for excellence in information technology skills and knowledge, validating your technical proficiency and problem-solving capabilities.
- **Bhavishya Jyoti Scholarship Examination:** Awarded for outstanding academic performance and potential in the field of information technology, highlighting your dedication and capability in the industry.
- **Problem Solving Assessment Examination:** Certified for strong analytical and problem-solving skills, essential for identifying and addressing challenges in operational and project management contexts.