

MANUSHI PANDYA

Flat no.402 Prashant CHS,Ashok Nagar Opp. Sangam Jewelers,
Kandivali east, Mumbai
+91 9930034667

EXPERIENCE

WebMD- Internet Brands, Airoli, Navi Mumbai

GLOBAL ASSOCIATE PROJECT MANAGER

Jan 2021- PRESENT

- Manage **Global Large scale Pharmaceutical Digital marketing** projects end to end, along with **troubleshooting** and optimizing in a timely manner
- Maneuver effectively through **Project Management tools like** Adobe Workfront, Salesforce, JIRA
- **Hands- On with Agile & Waterfall** Project management methodologies.
- Managing complex tactics along with **massive volumes** of projects, while ensuring **seamless delivery**
- Provide End to end **Mentorship** to later hires on a wide variety of products offered by WebMD.
- Keeping pace with client expectations and ensuring the **3 main Pillars of Project management** are not compromised.
- Build **partnerships with cross functional teams** during project implementation. Communicating comprehensive details across production teams
- Effectively communicate project progress/ risks/ mitigation strategies to the necessary teams and ensure client launch dates are not hampered and at the same time adhering to the company protocols and processes
- **Spearheading Internal team meetings** and **strategizing** project progress.
- Optimizing campaigns to hit the quarter/ annual revenue goals is also something which falls under my area of expertise.
- Single handedly created a **record on the Global team** of launching a product **End to End in 4 business days** for which the **standard SLA is 25 days** without compromising on the quality.
- **Conducted interviews and screened resumes** to assess the best fit for the Global PM team at WebMD. Have been the **sole decision maker for hiring candidates**.

toolbox INDIA FOUNDATION, MUMBAI,

PROGRAM EXECUTIVE

APRIL 2019 - June 2020

- Identify and source NPOs that TBXI can partner with, undertake

EDUCATION

MITHIBAI COLLEGE

MUMBAI UNIVERSITY

Bachelors of Science in Chemistry

CGPA- 5.25

2018 - 2019

MITHIBAI COLLEGE

MUMBAI UNIVERSITY

Bachelors of Science in Microbiology

CGPA-5.50

2015 - 2018

LANGUAGES

HINDI, GUJARATI, ENGLISH,
MARATHI

SKILLS

- Team Player
- Leadership
- Detail- Oriented
- Project Management- *Agile & Waterfall*
- Troubleshooting
- Critical Thinking
- Client Relation Management
- Volume & Time Management
- Multi-tasking & Proactive
- MS Office

preliminary exploration for collaborations and set up meeting with the Trustees

- Project pre assessment strategy questionnaires to be circulated and data collated.
- Undertake special project activities such as Need Assessment, Piloting new Programs, Baseline studies, Impact Measurement studies and Evaluations and other projects as deemed by the CEO.
- Regular follow up meetings with the volunteer team and collecting all data requirements and making available to the volunteers and project facilitation and management.
- Preparation of all project related literature – pre assessment, project cover notes, case studies, project tracker.
- Project management including organizing, circulating pre-reads and conducting meetings with the Project Advisors' strategic group.
- Preparing updates for network partners and corporate partners.
- Organizing ToolBox signature events
- Organizing quarterly or half year meetings for toolbox volunteers.
- Business Development
- Preparation of Proposal decks and Board decks
- Relationship management: with volunteers and Nonprofits

LINKS

<https://www.linkedin.com/in/manushipandya>

EMAIL

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TANTRA, Mumbai

DIGITAL MARKETING & E-COMMERCE INTERN

JUNE 2018 - AUGUST 2018

- Worked as Digital Marketing & E-commerce manager at TANTRA -- handling backend of various national and international websites, handling clients and planning marketing strategies.

STYLEASE.COM, MUMBAI

PROGRAM INTERN

JANUARY 2017 - APRIL 2017

- Interned at The Stylease.com as a Digital Marketing manager, stylist, handling the backend of the website, in-house production.

Extra-curricular Activities:

- Won medals in athletics.
- Participated and organized college festivals.
- Completed Arangetram in classical dance.