

SARTHAK GOEL

PROJECT MANAGEMENT GRADUATE

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New Delhi

SUMMARY

I am a motivated MSc Project Management student from the University of Liverpool with practical experience in project coordination and data analysis. My proficiency in tools like Excel and Gantt charts, combined with strong stakeholder engagement skills, enables me to effectively contribute to project delivery. I am organized and eager to enhance operational efficiency in dynamic environments.

EDUCATION

Masters in project management

09/2024 - 09/2025

University of Liverpool

Bachelor Of Business Administration

08/2020 - 08/2023

Bharati Vidyapeeth University Institute of Management and Research

EXPERIENCE

Project Manager - Simulation Project (Harvard P M v2)

Liverpool, United Kingdom

[University of Liverpool](#)

01/2025 - 04/2025

University of Liverpool

- This role involved leading a simulation project for educational purposes.
- Led a team in a simulation project to develop a new printer prototype.
- Prepared project scope, schedule, and resources, achieving performance targets within budget.
- Analyzed team stress, morale, and productivity using dashboards to enhance efficiency.
- Utilized Gantt charts and stakeholder relationships for planning and execution.

Internship

Gurgaon, India

[Pawzz](#)

04/2024 - 08/2024

Internshala Dashboard

- Streamlined student communications and event invitations, increasing event participation by approximately 25% during the internship period through targeted messaging and follow-ups.
- Redesigned the Internshala dashboard workflow and maintained Excel trackers, reducing manual reporting time by approximately 6 hours per week and improving data accuracy.
- Created weekly event-performance reports (attendance, sign-ups, feedback) used by the team to optimize outreach — improved follow-up conversion rate by approximately 15%.
- Coordinated logistics and student outreach for X events, boosting repeat participation and overall student engagement across initiatives (engagement up approximately 20% .

Internship

New Delhi, India

[Talent Serve](#)

06/2022 - 08/2022

Business Development Executive

- Internship aimed at student engagement and programme development.
- Facilitated lead generation and partner communications with coaching institutes, generating approximately 40 60 qualified leads for program outreach and improving lead-response time by approximately 50%.
- Assessed sales and administrative workflows and implemented small process changes that reduced administrative turnaround by approximately 30%.
- Managed and updated CRM records (queries, follow-ups), raising data completeness and enabling faster follow-up — increased lead-to-conversation rate by approximately 18%.
- Handled student queries and support escalations, improving first-response time to under 24 hours and boosting student satisfaction for program inquiries.

SKILLS

Gmail, CRM, Google Sheets Trello, Problem Solving, Customer management, Time management, Stakeholder communication

COURSES

[Google Digital Marketing Fundamentals](#)

[Trello](#)

[PM tracker using excel](#)

[Area Manager Job Simulation](#)

[Project Management Fundamentals](#)