

# MANIKYA VARSHNEY

Chandigarh, India | +91 9084205959 | manivarshney013@gmail.com

---

## PROFESSIONAL SUMMARY

Result-driven Content Operations professional with 6+ years of experience in the EdTech industry. Currently working as Assistant Team Lead at Prepladder, managing academic content workflows, leading teams, coordinating with subject matter experts, and ensuring high-quality exam content delivery. MBA in Project Management with strong expertise in content lifecycle management, quality assurance, and cross-functional coordination.

## CORE COMPETENCIES

- Content Lifecycle Management
- Program & Project Coordination
- Stakeholder Management (SMEs & Doctors)
- Quality Assurance & Review Frameworks
- Team Leadership & Performance Monitoring
- Process Improvement
- Advanced Excel & Google Sheets Reporting
- Jira & Workflow Tracking

## PROFESSIONAL EXPERIENCE

### **Assistant Team Lead – Prepladder Pvt. Ltd. (Chandigarh) | Dec 2022 – Present**

- Leading a team of Data Entry Operators for NEET PG content operations.
- Coordinating with subject matter experts and doctors for content finalization and uploads.
- Ensuring timely delivery of QBank & Version releases without deadline breaches.
- Monitoring quality benchmarks and implementing structured QA processes.
- Preparing productivity and performance reports using Excel and Google Sheets.
- Supporting project planning and milestone tracking.

### **Senior Associate – Physics Wallah Pvt. Ltd. (Noida) | Oct 2022 – Dec 2022**

- Coordinated with SMEs and educators to prepare content for recording sessions.
- Managed structured content documentation and data handling processes.

### **Data Entry Operator – Prepladder Pvt. Ltd. (Chandigarh) | Sep 2021 – Aug 2022**

- Worked with GATE (ECE) team for structured academic content management.

### **Data Entry Operator – We Design Publishing Pvt. Ltd. (New Delhi) | Jun 2019 – Aug 2020**

- Managed content entry and publishing workflows.

## KEY PROJECTS

- NEET PG Version 6.0 – Managed structured content delivery, quality checks, and timely release coordination.
- QBank Version 6.0 – Ensured high-quality question bank upload and milestone-based execution.
- INICET & FMGE – Coordinated end-to-end exam content workflows and QA validation.

- NEET PG Version X – Actively involved in complete content lifecycle including content planning with doctors, structuring and formatting, design coordination, quality validation, and final publishing. Contributed to seamless cross-functional collaboration between academic, design, and tech teams for successful launch.

## **EDUCATION**

**MBA – Project Management** | Asian International University (2023)

**BCA** | Mahatma Jyotiba Phule Rohilkhand University (2018)