

NIDHI SAXENA

Sector 1, Greater Noida West, India

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PROFESSIONAL SUMMARY

Project Management professional with **9+ years of experience** in inspections, localization, and operations coordination. Strong background in project delivery, client/vendor management, budgeting, and reporting. Proven ability to manage cross-functional teams, control timelines, and improve execution efficiency across international projects.

CORE SKILLS

- Project Planning, Scheduling & Execution
- Quality Inspections & Factory Audits
- Localization Management
- Client Coordination & Vendor Management
- Budgeting & Invoice Verification
- Resource Allocation & Utilization
- Risk Tracking & Progress Reporting
- Onsite Report submission as per SLA.

Tools: Jira, SAP, Smartsheet, Trados, X-Bench, MS Office, Outlook, Google Drive, Teams

PROFESSIONAL EXPERIENCE

Associate Project Manager / Sr. Project Coordinator

Pro QC International Pvt Ltd – Noida – China based Company | Aug 2019 – Aug 2025

- Managed end-to-end First Article/Inline & Pre Shipment inspection of Softlines, Hardlines, Transportation, Industrials & Medical & Healthcare & audit projects across SEAMA region.

- Coordinated site engineers, inspectors, contractors, factories, and clients to ensure on-time delivery.
- Supervised product inspections and ensured compliance with standards.
- Tracked milestones, risks, and delivery timelines.
- Prepared weekly progress reports and tracked milestones & delays.
- Verified inspector invoices and monitored resource payments.
- Supported sales team with quotations, feasibility checks, and client queries.
- Arranged defect stickers & inspection related tools to the inspectors.
- Hired contractors with the help of HR & technical team.

Impact: Led cross-functional coordination to streamline project execution, improving delivery visibility and reducing operational delays.

Sr. Project Coordinator – Localization

Crystal Hues Limited – Noida | Nov 2016 – Jul 2019

- Managed multilingual localization projects from planning to delivery.
- Allocated translators/LSPs and ensured quality compliance.
- Handled key enterprise clients and resolved delivery issues.
- Managed project margins, invoicing, and revenue estimates.
- Coordinated between QA team, vendors, and client teams.

Impact: Directed multiple high-volume localization projects, consistently meeting deadlines, quality targets, and client expectations.

Project Support Executive

Sanjay Diesels (OEM: Mahindra & Mahindra) – Noida | Sept 2015 – Oct 2016

- Coordinated DG set installation and maintenance services.
- Logged complaints, assigned engineers, and ensured closure.
- Maintained MIS reports (sales, collections, service records).

- Managed quotations, dispatch coordination, and voucher verification.

Impact - Streamlined service coordination and reporting processes, improving response time and operational control.

EDUCATION

MBA – **Amity University (Distance Learning)**

B.Sc. Mathematics – **Dr. B. R. Ambedkar University, Agra**

KEY STRENGTHS

Strong coordination & follow-up • Stakeholder communication • Deadline-focused execution • Detail-oriented • Quick learner • Process improvement mindset.