

SRISHTI GAIROLA

EXPERIENCE

January 2021 - Current

Project Coordinator Keywords Studios | Gurgaon

- Assessed project progress and created project status reports keeping project managers and stakeholders informed.
- Contributed to the provision of documentation for new projects and initiatives to communicate project requirements to team members.
- Assigned project tasks to team members and checked in regularly for status updates to deliver on scope and timelines.
- Handled communication received through the team's mailbox, website, and other digital channels, responding appropriately to keep communication lines open with team members.
- Maintained project-level risk and issue logs, monitoring, controlling, and escalating items to the team for resolution.

October 2018 - June 2019

Associate WNS | Gurgaon

- Analyzed, classified, and compiled reports for risk assessment for international students applying for the loan after considering all financial aspects
- Responsible for underwriting request applications for new clients
- Maintained a record of existing borrowers and provided efficient customer service
- Participate on teams, which develop and coordinate the implementation of new procedures, to enhance the effectiveness of customer service operation

November 2015 - February 2017

Project Coordinator Boundaryless World, NGO

- Assisting Project Managers in streamlining operations and accelerating project progress toward meeting strategic goals
- Interacting with the team to troubleshoot project issues and suggesting possible alternative solutions to meet deadlines
- Creating and maintaining comprehensive project documentation/reports ensuring quality requirements are met as per the standards
- Performing various duties, including coordinating logistics, making travel arrangements for clients, and reviewing project reports

EDUCATION

2018

Masters | Arts {Economics}

Hemwati Nandan Bahuguna Garhwal University

GPA: 7.4

2016

Bachelor of commerce

Hemwati Nandan Bahuguna Garhwal University

GPA: 60.70

2013

Dayanand Anglo Vedic Public School

GPA: 81.6

2011

Higher Secondary

Blooming Vale Public School

GPA: 8.8

Marketing

Delhi School Of Internet Marketing

ACCOMPLISHMENTS

- Names in Credits:
 - 1) Resolution Games: Uptimechs
 - 2) Golf With Your Friends
 - 3) Overcooked: All You Can Eat.
- Recognized by management for efficiency.
- Planned and coordinated onboarding projects resulting in increased revenue.
- Streamlined workflow by consolidating lengthy processes and redundant documentation which resulted in more effective and timely completion of projects.

AFFILIATIONS

Member of Reaching Sky Foundation (Non-Profit Organization)

Digital Marketing Certification

HOBBIES

- Crafting
- Reading
- Cooking



📍 Delhi 201308

☎ +91-8006105158

✉ sri.gairola@rediffmail.com

PROFESSIONAL SUMMARY

Intend to build a career with a leading organization with commitment and dedication, which will help to create an atmosphere for potentiality, efficiency, and elevation of the career. A trained professional with the ability to prioritize and multitask under pressure. Excels in managing people and processes. Highly organized with excellent communication skills.

CORE QUALIFICATIONS

- Documentation expertise
- Team coordination
- Target setting and management
- Customer relationship building
- Results-focused

ADDITIONAL INFORMATION

- Willing to relocate to India & Overseas.
- Loves to Travel and Party.