

NIDHI SAXENA

Associate Project Manager | Senior Project Coordinator

C-903, Arihant Ambar, Sector 1, Greater Noida West - 201318

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Professional Summary

Results-driven **Associate Project Manager with nearly 10 years of experience** overseeing end-to-end project execution, quality inspections, audits, and localization projects. Adept at leading cross-functional teams, ensuring timely delivery, optimizing resources, and maintaining high client satisfaction. Skilled in vendor management, financial planning, and process improvements

Key Skills

- Project Planning & Execution (Quality Inspections, Audits, Localization), delivery, budgeting, forecasting, invoice verifications, resource allocation, client handling, client's coordination, resource Utilization.
 - Vendor Client Management (Sagemcom, Milwaukee, Duracell, Gartner, etc.)
 - Budgeting, Forecasting & Resource Allocation
 - Localization Tools: Trados, Xbench
 - Project Management Tools: Smartsheet, Outlook, MS Office, MMS, PMS, Jira, SAP.
 - Communication Platforms: MS Teams, Zoom, Google Drive
 - Strong Follow-up & Coordination Skills.
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Professional Experience:-

Associate Project Manager - Quality Inspection, Factory & management Audit.

Pro QC International Pvt Ltd | Noida | Aug 2019 - Aug 2025 (SEAMA Region)

Report to: Country Director

- Led multiple inspection and audit projects including onsite supplier verifications, first article inspections, in-process/final inspections, and container loading supervision.
- Coordinated with factories for inspection bookings, technical documentation, and audit agendas.
- Managed project schedules, budgets, and manpower utilization to ensure timely completion.
- Primary liaison for key clients ensuring adherence to SLAs and quality standards.
- Oversaw project finances: budgeting, forecasting, expense approvals, and invoicing for internal and freelance inspectors.

- Prepared daily, weekly, and monthly project reports (QE utilization, compliance metrics).
- Verified the expenses of field inspectors & full-time inspectors.
- Ensured timely job closures and effective communication of outcomes and requirements to clients.

Sr. Project Coordinator - Localization

Crystal Hues Limited | Noida | Nov 2016 - Jul 2019

Report to: Project Manager

- Managed localization and translation projects, including project execution plans and scheduling.
- Allocated resources (translators & LSPs), monitored quality, and ensured timely delivery.
- Acted as primary contact for high-value elite clients (Mitel, Wadhvani Foundation, Sanofi etc) resolving queries and maintaining satisfaction.
- Coordinate with internal and external teams to ensure the successful delivery of client projects.
- Handled project financials: gross margin analysis, invoice generation, and revenue estimation.
- Implemented risk management and mitigation strategies for ongoing projects.

Project Support Executive / Service Coordinator - Silent Diesel Genset Industry

Sanjay Diesels (OEM: Mahindra s Mahindra) | Noida | Sept 2015 - Oct 2016

Report: Project Manager

- Coordinated DG set service operations, including preventive maintenance and installation.
- Logged customer complaints, assigned engineers, and ensured timely resolution.
- Maintained MIS reports (sales, collections, aging analysis) and service documentation.
- Handled quotations, spare parts dispatch, and verified vouchers based on engineer reports.

Education

- **MBA (Distance Learning)** - Amity University
- **B.Sc. (Mathematics)** - Dr. B. R. Ambedkar University, Agra

Strengths

- Highly organized and self-motivated
- Strong interpersonal, negotiation & leadership skills

- Dedicated, detail-oriented, and quick to learn
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Personal Details

- **Marital Status:** Married
- **Religion:** Hindu
- **Languages:** English, Hindi