

# Vaishali Thakur

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## SUMMARY

Dynamic professional with a B.Tech in Computer Science and a PGDM in Operations from ISBR Bangalore. Experienced Project Coordinator at SoftwareOne, specializing in Strategy Consulting, Project Management, and operational excellence.

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## EXPERIENCE

### Project Coordinator

#### softwareOne

June 2022 - August 2022, Gurugram

- Proficient in PSA software for project management, honing skills in Project Management, Time Management, Communication, and Productivity.
- Planned, executed, and supervised data engineering projects from start to finish.
- Established project scope, goals, and deliverables in collaboration with cross-functional teams.
- Facilitated smooth communication among developers, analysts, and stakeholders.
- Conducted project meetings to monitor progress, milestones, and obstacles.
- Promoted a cooperative team environment and knowledge exchange.
- Recognized risks and applied mitigation strategies to avoid delays.
- Oversaw project schedules, ensuring timely delivery.
- Handled stakeholder expectations and addressed issues.
- Kept project documentation for effective tracking.
- Remained informed about industry best practices to enhance execution.
- Collaborated globally with colleagues from Singapore, Bulgaria, Spain, Germany, and Poland, fostering cross-cultural teamwork.
- Coordinated over 3 cross-functional projects annually using PSA software, resulting in a 25% increase in on-time delivery through effective time management and streamlined communication across international teams.

### Technical Recruiter

#### Questhiring

March 2022 - July 2022, Gurugram

- Served as a Technical Recruitment Specialist, successfully meeting staffing needs for prominent companies such as Nykaa, Mypat, Otipy, Carrefour, and others.
- Sourced and placed over 150 technical candidates within a single year, achieving a 95% retention rate across major tech clients by leveraging platforms such as LinkedIn Recruiter, and industry-specific job boards.
- Orchestrated streamlined recruitment workflows that improved time-to-hire by 30%, utilizing Applicant Tracking Systems (ATS) and data analytics to enhance candidate sourcing and funnel efficiency.

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## INTERNSHIPS

### Market Research Analyst

#### Foxy

June 2024 - August 2024, Vasant Vihar, South Delhi

- Gained valuable experience in market research and the beauty industry by analyzing consumer behavior data from surveys and focus groups, resulting in actionable insights that improved product offerings and increased customer engagement by 25% for Foxy.
- Compiled and analyzed competitive intelligence reports, leading to a strategic shift that increased Foxy's market penetration by 15%.
- Tracked and interpreted notable consumer preferences and emerging market trends, leveraging advanced data collection methodologies, resulting in a 20% enhancement in customer satisfaction for Foxy.

### Sales and Marketing Intern

#### Aashman Foundation (NGO)

April 2021 - July 2021, Ghaziabad

- Collaborated with the Sales & Marketing team at Aashman Foundation, spearheading initiatives to raise awareness.
- Executed strategic marketing campaigns that increased donor engagement by 30% in six months, leveraging social media platforms and community outreach programs to highlight the NGO's commitment to environmental awareness.
- Designed and distributed marketing materials such as brochures and flyers, resulting in a 25% increase in event attendance for environmental awareness programs over a four-month period at Aashman Foundation.

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## EDUCATION

### PGDM, Operations

Minor in Business Analytics • ISBR Business School • Bangalore, Karnataka • May 2025 • 7.9

- Vice President (Operations Club) - Led strategic initiatives for operational excellence, organized workshops, and facilitated discussions on industry best practices as Vice President of the Operations Club.
- ISBR Clubs Ambassador - I led promotions, organized events, and helped the clubs grow on and off campus. Actively worked to make the club more visible and impactful.

## **Bachelor of Technology (B.Tech) in Computer Science**

**Krishna Engineering College • Mohanagar, Ghaziabad • May 2022 • 8.4**

- 1/4 selected out of 78 students to give a presentation on Blue Eyes Technology at TECH GURUFest organized at the college campus
  - College Event Student Coordinator - Led a team of 12 members to Manage all event set-up, tear-down, and follow-up processes. Maintaining Event budgets.
  - Conceptualizing theme ideas and organizing time-to-time activities.
  - Project Head - Led a team of 3 people in 2 nd year of college under MINI PROJECT
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## **CERTIFICATIONS**

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### **Project Management Assessment**

**Learntube.ai (Backed by Google) Mar 2025**

### **Project Management Professional (PMP)**

**Infosys Springboard Nov 2024**

- Mastered project planning, execution, monitoring, and closure using PMI methodologies.
- Gained expertise in risk management, stakeholder engagement, and resource allocation.
- Enhanced decision-making through data-driven project analysis and reporting.
- Learned to optimize project scope, cost, and timelines for successful delivery.

### **Artificially intelligent Tools**

**AI Workshop (Skill Nation) Nov 2024**

- **AI Integration:** Knowledge of deploying AI tools for automation, analytics, and enhanced decision-making in business operations.
- **Practical Exposure:** Familiarity with cutting-edge AI tools enables organizations to stay competitive by streamlining processes and improving efficiency.
- **Strategic Value:** Understanding AI applications supports industries in optimizing workflows, reducing costs, and driving innovation.

### **Awareness on 5 lean Principles**

**Lean innovation Six Sigma Strategy Practitioners (LISSPI) Sep 2024**

- **Lean and Six Sigma Principles:** Understanding methodologies to eliminate waste, improve efficiency, and enhance process quality.
- **Innovation Strategies:** Gained insights into combining lean innovation with Six Sigma for continuous improvement and breakthrough solutions.
- **Industry Importance:** Equips practitioners with tools to drive operational excellence, reduce costs, and foster innovation, making it critical for achieving competitive advantage in modern industries.

### **Soft skills and Personality Development**

**IIT Kanpur in association with the National Programme on Technology Enhanced Learning ( NPTEL) Nov 2018**

- **Advanced Knowledge:** Acquired in-depth understanding of specialized concepts through IIT Kanpur's academic rigor and NPTEL's structured curriculum.
  - **Skill Enhancement:** Developed problem-solving and analytical skills relevant to technology and innovation-driven industries.
  - **Industry Relevance:** The certification demonstrates proficiency in cutting-edge topics, making it highly valued by employers seeking skilled professional's adept in modern technological advancements.
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## **INVOLVEMENT**

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### **Event Coordinator**

**Krishna Engineering College • Krishna Engineering College • September 2018 - October 2018**

- **Leadership and Coordination:** Directed a 12-member team to execute events involving over 500 participants, managing end-to-end processes such as setup, teardown, and follow-ups to ensure flawless delivery.
  - **Budget Oversight and Optimization:** Managed event budgets of up to ₹2,00,000, ensuring cost-effectiveness while meeting all event objectives and maintaining financial transparency.
  - **Creative Strategy and Impact:** Designed innovative themes and activities, resulting in a 30% increase in participant engagement and earning commendation for delivering high-quality, impactful events.
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## **SKILLS**

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- Operations Management, Project Coordination, Project Planning, Market Research, Go-to-Market Strategy, Business Research, Social Work, Volunteering, Technical Recruiting, Corporate Recruiting, Project Management, Presentation Skills, Presentations, Research, Strategic Leadership, Cross-functional Team Leadership.
- Interpersonal Skills: Interpersonal Communication, Team Management, Decision-Making, Problem Solving, Teamwork, Analytical Skills, Organization Skills, Strategic Thinking, Leadership, Communication, Management, Team Leadership.
- Tools & Technologies: Microsoft Excel, Microsoft PowerPoint , Power-BI