

VIDUSHI SAINI

Gurugram,IN |

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PROJECT MANAGEMENT | OPERATIONS | MANAGEMENT | PROJECT COORDINATOR | MARKETING

QUALIFICATION SUMMARY

A seasoned professional with a proven record of success in providing Management solutions. Experienced in managing Projects from concept to completion. Skilled in Developing Design and Graphics. Adept in creating content for instructor-led Graphic Design, E-learning, live presentations, and online training materials that deliver desired outcomes for learners.

Currently working with Material Library (a Start-up company) which aims to be an ecosystem for the construction industry and provide E-Commerce, an E-Learning platform, and a Job-Portal for Architects, Engineers, Designers, and people related to the construction industry. As a Project Lead : Handled a team of more than 20 people, Working across different departments, Handled day-to-day tasks of the company, Worked as the key communication member between the CEO and the different departments.

Worked as a social media manager in assembly elections of UP and Uttarakhand in 2017 and 2022, and handled more than 10 profiles at a time.

KEY SKILLS

- Detail Oriented.
- Ability to Manage, Plan and Organize.
- Ambitious, confident and have positive thinking.
- Fast learner and Innovative.
- Change Management, Team management.
- Excellent Administrative skills
- Effective Time Management
- Creative Problem-Solving
- Good written and verbal communication skills
- Efficiency Under Pressure
- Critical Thinking
- Agile Project Management

TECHNICAL SKILLS

- MS Office Software (WORD, EXCEL, POWERPOINT).
- Adobe Photoshop
- Adobe Illustrator.
- Premier Pro Basic
- CorelDraw Basic
- Graphic Designing.
- Social Media Marketing.
- CERTIFICATION IN CYBER SECURITY.
- CERTIFICATION IN TELECENTRE ENTREPRENEUR COURSE (TEC).
- TRELLO.
- NOTION.
- EDRAW MAX

WORK EXPERIENCE

MATERIAL LIBRARY

JANUARY 2022 - present

Gurugram, IN

Project Lead

- Lead all aspects of projects, including capacity planning, resource allocation, project documentation, client engagement, and change management.
- Oversee a team of 30 direct and 10 indirect staff to manage the Software development.
- Devise program goals and continually assess and align those goals to complete successful program events and objectives.
- Assigning tasks to individual team members.
- Strong organizational skills, Held regular team meetings and solved problems.
- Trained new Interns.
- Created road map for all stages of project completion.
- Executed multiple key administrative tasks necessary, including document management and producing reports.
- Strong expertise in community outreach, stakeholder engagement, scheduling, event management, project management, resource planning, team training and development, and program leadership.
- Worked closely with the operations teams for the effective execution of the project.
- Documented workflow, made Presentations, and reported to upper management on a weekly basis during meetings.
- Standardized, simplified, rationalized, and organized project reporting to improve execution.
- Build and manage teams, work collaboratively with others (e.g. IT Team, architecture, business analysts, and project management).

MATERIAL LIBRARY

MAY 2021 - DECEMBER 2021

Gurugram, IN

Project Coordinator

- Worked closely with the IT Team.
- Worked closely with the marketing team to create Digital marketing plans and social media marketing strategy, content calendar etc.
- Created graphics for the social media platforms.
- Assigning project team roles and responsibilities to individual team members.
- Making sure that everyone involved in the project knows their responsibilities.
- Writing up accurate and professional progress reports for senior managers.

BETTER HABITAT

Gurugram, IN

JAN 2021 - APR 2021

Project Coordinator

- Responsible for being there to support senior project management and staff in the execution of their duties.
- Helping senior managers to establish direction and goals amongst a project team.
- Research various funding resources and government projects for the organization.
- Apply for various government projects for the organization.
- Planning and execution of the projects and events related to projects. Team management and work allocation between the team.
- Preparing MOM.

EDUCATION

MASTERS OF BUSINESS ADMINISTRATION (MBA) - UTTRAKHAND.

AUG 2019 - AUG 2021

UTTARAKHAND TECHNICAL UNIVERSITY

COLLEGE: RAMANAND INSTITUTE OF PHARMACY AND MANAGEMENT.

- MAJOR: MARKETING MANAGEMENT.
- MINOR: SUPPLY CHAIN MANAGEMENT.
- First Year Percentage: 80
- Second Year Percentage: 82.68

B.TECH IN APPLIED ELECTRONICS AND INSTRUMENTATION.

AUG 2009 - JULY 2013

COLLEGE OF ENGINEERING ROORKEE

- Percentage: 66%

INTERSHIPS

FORTIS WORLDWIDE: AMERICAN RULER COMPANY

SALES & MARKETING INTERN

Gurugram, IN

- Worked closely with the marketing team to create marketing strategy and marketing strategy, sales pitch.
- Completed the sales target assigned by the company.

METVY LEARN

SALES & MARKETING INTERN

Gurugram, IN

- Worked closely with the marketing team to create marketing strategy and marketing strategy, sales pitch.
- Completed the METVY LEARN sales target assigned by the company.

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DIGITAL MARKETING INTERN

Gurugram, IN

- Worked closely with the marketing team to create Digital marketing strategy and social media marketing strategy, content calendar.
- Tasked to make graphics for Instagram and other social media platforms.
- Tasked to Design a E-Magazine on burning social issue - LGBT Community.
- Made a sponsored video for the organization.

ATTRIBUTES

- Excellent problem-solving and analytical skills, Interpersonal skills, presentation skills, strong work ethic, and self-motivated.
- Ability to build strong relationships with internal and external stakeholders.
- Collaborative mind with attention to detail and time management.
- An agile mindset to analyze complex issues and quickly identify solutions.
- Excellent critical thinking and problem-solving skills.
- Working across different departments to achieve results.
- Able to manage uncertainty, change, and ambiguity in a less defined environment.
- Willing to take personal responsibility for ensuring that the right decisions are made.
- Allocating and utilizing all available project resources in an efficient manner.
- Able to comply with set rules and policies and follow the professional practice.
- Comprehensive knowledge of Project Management and Digital marketing methodologies.
- Ability Juggle multiple projects and priorities simultaneously in a fast-paced environment.
- Arranged Meetings, Trained Interns, Making Yearly Progress Report.

ACHIEVEMENTS

- Topper in MBA first year.
- Worked as the graphic and content creator in assembly elections of Uttarakhand and Uttar Pradesh in 2017 and 2022.
- National and State Level Athlete in 400m RACE.
- Been an active participant and member of the organizing committee Of the events held at the institute.
- Participated and won in inter-department dance and skit Competition.
- Participated in inter-department game fest: Gold medal in 100meter race, Silver medal in 200meter race, Bronze medal in badminton.