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**Education-** Bachelor of Science (B.Sc.) - Electronics(2009)

## Summary

Dynamic project management professional with extensive experience across diverse industries including eCommerce, Facility Management, and Healthcare. Proven track record of leading successful IT, infrastructure projects, optimizing operations, and driving revenue growth. Proficient in program management, logistics, vendor management, and strategic planning.

*Skills: Operations Management, Project Management, Program management, Logistics Management, Facility Management, Vendor Management, Staff Management, Cost Saving strategies, Profit maximization, Excel, SQL, Python, Data Analysis(IBM Certified)*

## PROFESSIONAL EXPERIENCE

Program & Operations Management | Partnerships | Operations Excellence | Supply Chain Management

## WORK EXPERIENCE

**DGM, Managed Office -Operations & Project Management** - Workspring Offices-unit of [Smartowner Pvt. Ltd.](#) (Oct 2022-Present)- Lead project manager overseeing special projects end to end from planning, vendor onboarding, quality control and closure. Headed operations of a 1 lakh sq. ft. workspace, 700+ employee office space, managing scheduling, budgeting, and resource allocation for maintenance activities. **Achieved up to 15-20% cost savings** through energy efficiency initiatives, contributing to sustainable operations. Negotiated favorable rates with key vendors, increasing savings for the organization. Supervised and trained a team to ensure efficient operations and high-quality maintenance services. Implemented preventative maintenance programs to optimize equipment reliability and operational efficiency.

### Operations and Project Management - Previous work experiences ( Mar 2010- Sep 2022 )

**Partner, Operations and PM - Simple Soul** (Jul 2020 - Sep 2022)- Owned and managed operations, including vendor and product management, achieving 98% order success and significant revenue growth. Led SEO initiatives resulting in a 25% increase in organic website traffic.

**Senior Manager - Project Management, Operations and Logistics Management**- SigTuple (Apr 2018 - Jun 2020)- Led infrastructure projects for 18+ clinics, laboratories, and office spaces of more than 95000 sq. ft across India, managing brand conceptualization to operational readiness. Negotiated for commercial property deals and optimized operational costs by up to 20%. Directed sample transport operations across 12 cities with 6 direct and 50+ indirect reportees with a focus on sample integrity and turnaround time

**Director -Key Account Management**- Qwickbit Technologies(Apr 2017-Apr 2018): Achieved over 150% growth in monthly revenue within 5 months. Advised founders on key operational decisions, contributing to overall business success.

**Partner- Operations and Project Management** - foOfys Solutions: (Nov 2013 - Mar 2017) Implemented data-driven business development strategies, increasing profitability by 30% and client referrals by 40% Evangelized operational excellence within the founding team. Managed multiple Website and Mobile App development projects.

**Sr. Manager - Operations Management & Project Management** - ShopX (Jan 2015 - Jan 2016): Designed and executed operations processes, achieving a 95% order fulfillment rate. Played a key role in product prototyping and growth stage strategies.

**Manager- Operations Management** - Zepo.in (May 2013 - Oct 2013): Managed end-to-end operations and vendor relationships, optimizing processes for efficiency.

**Manager- Tech Support & Incident Management** - Wipro Technologies (Mar 2010 - May 2013): Improved customer satisfaction scores from 60% to 95% within 7 months through effective infrastructure support.