

Ashruti Saxena

Address: E-702, Ajnara Genx
Crossing Republic
Ghaziabad.
Contact: 9336519894
E-Mail: ✉ ashrutisaxena@gmail.com

PERSONAL SUMMARY

An efficient Associate Project Manager seeking a challenging position with potential for growth and advancement. I have a track record of successfully managing small projects and working as part of a team on larger scale, to deliver quality projects on time and under budget. My key strengths include coming up with inventive and elegant solutions that offer a smarter way forward, and always operating with a sense of urgency and discipline.

Strengths: IT Project Management, Issue resolution, Project Administration, Leadership qualities, Self - motivated, Smart work, Organized, Quick learner

CAREER OBJECTIVE

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my endeavors as an asset to the organization. Right now I am looking for a suitable position with an organization where high performers are respected, rewarded, and celebrated.

EDUCATIONAL QUALIFICATION

Course	Year	Board/Institution
PGDM	2019	IMS, Ghaziabad
B.com (H)	2017	Integral University Lucknow
XII	2014	Rani Laxmi Bai Memorial School, Lucknow

CAREER HISTORY

ASSOCIATE PROJECT MANAGER- From January 2020– Till Date
Company- APTARA (Formerly Techbooks International Pvt. Ltd.), Noida.

Roles & Responsibilities:

- Responsible for assisting the Project Manager to support the Company's mission and values.
- Establishing schedule of work, allocating required resources and managing information.
- Monitoring effective working and ensuring compliance to deadlines.
- Participating and facilitating project meetings.
- Distributing information to project team members.
- Identifying issues and problems with the scope and progress of any project.
- Assist with monthly billing.
- Providing timely resolution to unforeseen problems.
- Providing administrative support.
- Conducting risk assessments for projects.
- Develop spreadsheets, diagrams and process maps to document needs.
- Communicating project related concerns to senior managers.
- Assisting Project Manager in defining responsibilities.
- Managing customer relationships, perceptions and expectations.

- Creating and maintaining budget plans.
- Handling multiple assignments simultaneously.
- Supervising the day-to-day activities of junior staff.
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis.
- Assisting with the Recruitment and training of new team members.
- Communicating effectively with co-workers and clients.
- Tracking project activities against the plan.

BUSINESS DEVELOPMENT OFFICER- From October 2018- September 2019

Company- Parag Milk Foods Pvt. Ltd, Delhi

Roles & Responsibilities:

- Conducting activities in societies, joggers, retails and malls.
- Generating leads and follow ups and sales conversion.
- To maximize the LPD of their pride of cow's milk.
- Maximizing sales order.
- To prepare the route charts of delivery workers and to check and order inventory on daily basis.

SKILLS AND ACHIEVEMENTS

Skills:

- Working knowledge of project schedules.
- Compiling, interpreting and presenting Project data for Senior Managers.
- Ensuring all documents and materials are well-maintained throughout a project.
- Organizing project planning meetings.
- Developing and Tracking Budgets.
- Good knowledge of PERT & GANTT Chart.
- Good knowledge of Documentation (BRD, FRD, SRS) , MS EXCEL , SQL QUERIES (BASIC).
- Improving bottom line performance.
- Enthusiastic, disciplined and dedicated.
- Willing to acquire knowledge and new skills.

Achievements:

- Awarded 2nd prize in Sanskrit Gyan Pariksha in 12th standard.

Certificate, Programme / Workshops / Conferences

- Attended National conference on “**Business & Public Policy Focus on Uttar Pradesh**” organized by Integral University Lucknow.
- Attended two days workshop on **Digital Marketing** organized by IMS, Ghaziabad in association with MSME.
- Attended two days training workshop on **Entrepreneurship** conducted by Make Intern in association with **IIM Kozhikode** and **IMS Ghaziabad**.
- Attended 24 Hourss **Microsoft Office Specialist International Certification Training** held at IMS Ghaziabad.
- Participated as Event Coordinator in Cultural Fest -Melange organized by **IMS Ghaziabad**.

PERSONAL DETAILS

Father's Name : Mr. Sanjay Saxena
Date of Birth : 20-07-1996
Permanent Address : 22/660 A- Block Indira Nagar
Lucknow, 226016

REFERENCE

Reference will be furnished on demand.

DECLARATION:

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Date:

Place:

(Ashruti Saxena)

