


NAMRITA MISHRA

CONTACT

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 Noida, Uttar Pradesh

OBJECTIVE

Experienced project manager with 4+ years in the corporate sector, skilled in leading cross-functional teams to complete projects successfully. Currently excelling at Techphoton, with expertise in strategic planning, resource management, stakeholder communication, and team leadership.

EXPERIENCE

May-2023 - Present

- **Project Manager**

TechPhoton Solutions Pvt Ltd

Successfully led the Chegg STA project, managing the project lifecycle from planning to execution.

Conducted comprehensive risk assessments and developed mitigation strategies to ensure project success.

Oversaw budget management, optimizing resource allocation to enhance productivity and results.

Facilitated GAP analysis to identify and bridge gaps in processes and performance.

Maintained consistent stakeholder communication, providing regular progress updates and adjusting plans as necessary.

Trained and mentored new Subject Matter Experts (SMEs) to ensure high levels of preparedness and effectiveness.

May 2022 - May 2023

- **Senior Operation Associate**

Logic Circle Pvt Ltd

Assigned and monitored tasks for employees, addressing questions and concerns to maintain productivity.

Prepared detailed reports for the Assistant Manager, focusing on daily operational efficiency.

Managed daily task allocation, ensuring timely completion and delivery of work.

Applied budget management skills to oversee operational expenses and improve cost efficiency.

Nov 2021 - May 2022

- **Operation Associate**

Infinizi Consulting Pvt Ltd

Supervised the service delivery team, ensuring prompt task assignment and completion.

Coordinated with team members to facilitate timely project execution and client reviews.

Enhanced communication between teams and clients to drive project improvements and follow-ups.

Nov 2019 - Oct 2021

- **Communication Officer**

Tech Mahindra

Managed emergency calls, from noise complaints to serious crime reports, and categorized them for response.

Dispatched radio communications to police officers based on the call type.

Provided police officers with crucial information like license plate numbers, warrant statuses,

and suspect backgrounds.

EDUCATION

2024

- **Master of Business Administration**
Manipal University

2020

- **Bachelor of Commerce**
Lucknow University

SKILLS

Team Leadership	Strategic Planning
<div><div></div>100%</div>	<div><div></div>100%</div>
Budget Management	Risk Management
<div><div></div>100%</div>	<div><div></div>100%</div>
Gap Analysis	Resource Allocation
<div><div></div>100%</div>	<div><div></div>100%</div>
Stakeholder Communication	Project Execution
<div><div></div>100%</div>	<div><div></div>100%</div>
Progress Reporting	Training & Mentoring
<div><div></div>100%</div>	<div><div></div>100%</div>

ADDITIONAL COURSES

- **Programming for Everybody (Getting Started with Python)**
Python programming, Empowering me to develop applications, automate tasks, and analyse data more effectively.

CERTIFICATIONS

- **Project Management Professional (PMP) Certification**
Skills- Risk Management, Project Planning, Agile Methodologies, Stakeholder Engagement.
- **Get Started with Jira**
Skills - Agile Methodologies, Kanban and Scrum Frameworks, Workflow Optimization, Team Collaboration and Communication, Data-Driven Decision Making.