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Summary: Seasoned professional with an established record of driving organizational success through the execution of high-impact strategies. Proven ability to leverage skills and expertise towards meeting corporate objectives, driving project completion, and fostering team development. Committed to continuous professional development and growth, as well as the achievement of a shared organizational vision.

Experience:

1. **Associate Project Manager**, LionBridge, Mumbai, Maharashtra (11/2021 - Present)
 - Expertly scope and quote projects for identified clients, ensuring all specifications and requirements are met.
 - Plan and monitor projects meticulously to meet stringent deadlines, maintain high-quality standards, and stay within budget.
 - Collaborate effectively with production teams to create, implement, and maintain appropriate client or project-specific procedures, solutions, checklists, and instructions.
 - Ensure the accuracy of financial project data, workflows, schedules, and processes to maximize efficiency and profitability.
 - Initiate and implement procedural changes and customized workflows in collaboration with internal teams.
 - Resolve questions and issues in a timely and effective manner for clients and internal teams, ensuring a smooth workflow.
 - Perform geopolitical review for Microsoft games and movies, ensuring content is suitable and sensitive to global audiences.
 - Develop and implement innovative ideas to save time in production, including the use of AI tools, to increase efficiency and productivity.
 - Train new colleagues, providing them with the tools and knowledge to succeed in their roles.
 - Manage team effectively and support them in performing end-to-end production calls, ensuring seamless operations.
2. **Process Expert (Great Britain Cluster)**, Maersk Shipping and Warehousing, Mumbai, Maharashtra (03/2018 - 10/2021)
 - Managed and monitored the end-to-end shipment process on behalf of the customer logistics department, ensuring seamless operations.
 - Coordinated with various stakeholders in shipment process handling, maintaining open lines of communication and resolving any issues promptly.
 - Orchestrated the overall flow of an end-to-end shipment, ensuring all components were synchronized for efficiency.
 - Provided a value add to the customers through effective business solutions, leveraging my strong business knowledge and process understanding.

3. **Team Member Payroll**, Aon, Mumbai, Maharashtra (07/2016 - 03/2018)
- Actively contributed to Application Development, Information Systems, and Peoplesoft projects.
 - Delivered outstanding service to clients, ensuring their needs were met and expectations exceeded.
 - Managed payroll and workforce effectively, ensuring all employees were paid accurately and on time.

Skills:

- Excellent communication skills
- Exceptional customer service
- Creativity and problem-solving abilities
- Reliable and professional demeanor
- Strong organization skills
- Effective time management
- Collaborative team player
- Quick learner
- Highly motivated and driven

Education:

- **BCOM (Bachelors of Commerce)**, R A DAV College Of Commerce, Mumbai, Maharashtra (2014 - 2015) - 58.42%
- **HSC (Higher Secondary Certificate)**, R A DAV College Of Commerce, Mumbai, Maharashtra (2011 - 2012) - 60.83%
- **SSC (Secondary School Certificate)**, St Pius X High School, Mumbai, Maharashtra (2010 - 2011) - 66%