

Raghav Sharma

Senior Executive

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8920314650

Delhi, India

A critical and analytical thinker, I am eager to leverage my competencies to drive your company's growth. With a steadfast commitment to quality, I am poised to deliver excellence in every task I undertake, ensuring my contributions align with the organization's objectives. My skill set is designed to foster innovation and efficiency, positioning me as a valuable asset to your team.

WORK EXPERIENCE

Senior Executive (Projects) VLCC

11/2024 - Present

Achievements/Tasks

- Conduct detailed project requirement analysis and feasibility studies.
- Expertise in delivering high-value, cross-functional projects.
- Adept at stakeholder relationship management and negotiation.
- Streamline operational processes to optimize productivity and reduce project bottlenecks.
- Oversaw and managed the end-to-end ticketing process for repair and maintenance requests, ensuring timely issue resolution.
- Assigned tickets to appropriate teams, monitored progress, and followed up on escalated cases to ensure SLA compliance.
- Collected, organized, and analyzed data to generate real-time reports and insights for business operations.

Project Coordinator Maglancers Inc.

11/2022 - 11/2024

Achievements/Tasks

- Led daily operations and managed responsibilities to improve organizational efficiency.
- Actively participated in monthly business review meetings and conference calls with clients to enhance service level agreements.
- Proficient in ticketing platforms, including Jira, for precise project detail recording and tracking.
- Managed department purchase orders and invoices, including payments to business partners and employees.
- Assisted the Project Manager, Project Executive, and Director in overseeing and coordinating projects. Contributed to project planning, prepared and maintained documentation, reviewed contracts and financials, monitored project activities, and managed change order requests, including cost estimation and impact analysis, while assessing overall project performance.
- Maintained contract financial trackers to measure performance against plans, optimizing profit contribution.
- Managed relationships with both internal and external stakeholders while addressing risks to the contract's business objectives.
- Worked effectively under strict deadlines while managing multiple demands, demonstrating accuracy, attention to detail, and strong organizational skills.

SKILLS

Budget Development Strong Analytical Skills
Data Accuracy Jira Trello
Project Management MS Excel MS Word
MS PowerPoint MS Outlook Team work
Project Finance Global Sourcing
Time Management Critical Thinking

INTERNSHIPS

Suvidha Foundation

- Monitored social media platforms
- Worked on ad search and display
- Conducted promotion done through different channels
- Executed digital and modern methods of marketing

Marpu Foundation

- Worked on creation of pieces
- Assisted in the process of content writing and documentation
- Conducted research and emphasis on achievement of results both effectively and efficiently

S. K. Travels and Logistics

- Conducted market research and providing solution
- Did Competitive Analysis
- Assisted in the process of marketing and sales
- Participated in marketing brainstorming session

CERTIFICATES

Advance Google Analytics, Google Ads Search and Display

LANGUAGES

English
Full Professional Proficiency

Hindi
Native or Bilingual Proficiency

EDUCATION

MBA | New Delhi Institute of Management | 2022

BBA | Sirifort Institute of Management Studies | 2020