

# Bhuwan Manchanda

Project Manager

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📍 Gurgaon, Haryana, India

## SUMMARY

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Project Manager with over 6 years of experience in **leading and managing projects** from inception to completion. Proven expertise in **resource coordination, stakeholder management**, and ensuring projects are **delivered on time**, within budget, and aligned with business objectives. Skilled in implementing best practices and **driving continuous improvements** for future project success.

## EXPERIENCE

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### GrowthJockey

Project Manager (10/2022 - 02/2024)

- Lead the planning and implementation of projects from start to finish, ensuring they are completed on time, within budget, and according to project specifications.
- Facilitate the definition of project scope, goals, and deliverables, ensuring alignment with business objectives
- Communicated project status, identified risks, and devised mitigation plans, maintaining 99% stakeholder satisfaction.
- Conducted post-project evaluations to identify lessons learned and implement best practices for a 20% increase in future project success rates.

Nanda Manufacturing Company (05/2019 - 10/2022)

### Project Manager

- Spearheaded project risk assessments specific to manufacturing operations, ensuring seamless production.
- Led stakeholder meetings with a focus on optimizing production efficiency and quality standards.
- Coordinated cross-functional teams to integrate production, supply chain, and engineering efforts.
- Generated detailed reports highlighting manufacturing KPIs such as OEE, cycle time, and quality metrics.

### Manager & Consultant

- Conducted thorough analysis of manufacturing processes to identify areas for optimization.
- Facilitated workshops to implement lean manufacturing principles and streamline workflows.
- Employed project management methodologies tailored to manufacturing timelines and quality standards.
- Delivered comprehensive reports outlining cost-saving measures and performance enhancements achieved.

### Operations Manager

- Optimised supply chain, reducing transport costs by 25% and improving on-time deliveries by 20%.
- Implemented quality control, reducing defects by 10% and improving reliability by 12%.
- Spearheaded cost reductions, lowering expenses by 5% and increasing profit margins by 7.5%.
- Established strategic supplier partnerships, cutting procurement costs by 25%.

### Assistant Operations Manager

- Led efficiency improvement projects, fostering a 15% increase in productivity and promoting collaboration.
- Streamlined inventory management processes, reducing excess stock by 20% and minimising stockouts by 10%.
- Developed and implemented training programs, reducing onboarding time by 30%.
- Enhanced customer communication channels, resulting in a 25% decrease in complaints and a 20% increase in satisfaction levels.

Manchanda Empire (07/2018 - 03/2019)

Marketing Executive

- Orchestrated dealer engagement initiatives, increasing satisfaction levels by 22% and order frequency by 10%.
- Implemented efficient order processing systems, reducing fulfillment time by 13% and enhancing the dealer experience.
- Pioneered innovative dealer incentive programs, leading to a 30% increase in participation and a 20% rise in order volumes.
- Introduced data-driven inventory management solutions, resulting in a 5% reduction in stockouts and a 9% improvement in order accuracy.

## EDUCATION

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Business Management 2015 - 2018  
Kurukshetra University - Bachelor's in Business Administration

Project Management 2024- Ongoing  
Symbiosis - Post Graduation Diploma

## CERTIFICATES

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**Project Initiation: Starting a Successful Project.**  
Authorized by Google and offered through Coursera

**SEO Certified**  
Hubspotacademy

**Foundations of Project Management**  
Authorized by Google and offered through Coursera

**Agile Scrum Master**  
Simplilearn

## SKILLS

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Interpersonal Skills	Advanced	Conflict Resolution	Expert
Operations	Advanced	Asana	Advanced
Project Management	Expert	Notion, JIRA	Intermediate
Communication	Expert	Resource Coordination	Advanced
Agile and Scrum Master	Advanced	Budgeting	Intermediate
Stakeholder Management	Expert	Google Suite	Advanced

## LANGUAGES

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English Fluent Hindi Native