



Neha Nenwani

EXPERIENCE

September 2021 - Current

CEO Office-Project Manager Zykr Technologies Pvt. Ltd. | Gurgaon, India

- Closely monitored company finances, assessing development opportunities for maximum profitability.
- Delivered high level of service to customers in effort to build upon future relationships.
- Increased efficiency, effectiveness and profitability by managing team productivity, costs and budgets.
- Led and contributed to market and business development activities, identifying and pursuing new potential client services opportunities.
- Formed and sustained strategic relationships with clients.
- Implemented training and development programmes for new employees to successfully exceed retention targets.
- Proofread business agreements to identify loopholes and safeguard organisation.
- Managed and examined performance of executives to provide guidance for areas requiring improvement.

June 2019 - August 2021

Academic Head Medicaps University | Indore, India

- Scheduled staff meetings to discuss curriculum, progress of students and new initiatives, establishing collaborative culture.
- Hired, trained and supervised staff to align with vision, mission and objectives of school, adhering to guidelines and regulations.
- Conducted teacher and staff evaluations to determine proper execution of curriculum, reinforce teaching excellence and deliver better student outcomes.
- Assigned and arranged training for faculty to enrich skills and improve teaching techniques, maintaining quality standards.
- Initiated new subjects or courses to amplify skills, talents and potential for students, providing variety of programmes.
- Counselling students to elevate achievement levels and support emotional, social and personal development.
- Created disciplinary code and behaviour management

March 2018 - May 2019

Owner Shemrock Jolly Kids | Delhi, India

- Directed daily operations with strong focus on efficiency and resource management.
- Responsible for overall well-being of the students.
- Incharge of hiring and firing teachers
- Responsible for disciplining students
- Setting the school's policies.

June 2014 - January 2018

Assistant Professor CPS, Agrawal Group, Indore | Indore, India

- Continuously improved subject knowledge by conducting thorough research.
- Implemented strategic lesson planning, monitoring progress and

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ADDITIONAL INFORMATION

* LinkedIn Profile:
<http://linkedin.com/in/neha-nenwani-7b1bbb223>

PROFESSIONAL SUMMARY

Experienced and self-motivated Project Manager bringing forth over 8+ years of experience. Talented executive leader driven to optimise methods and mindsets to exceed objectives. Navigates high-stress situations and achieves goals on time and under budget.

CORE QUALIFICATIONS

- Customer Engagement
- Ability to Multitask
- Adaptability
- Fast Learner
- Ability to Work Under Pressure
- Recruitment strategies
- Team collaboration
- Policy development
- Communication Skills
- IT Project Management
- Technology Risk Management
- Agile and Scrum
- Effective Time Management
- Leadership Skills
- Strategic planning
- Escalation Management

- MS Office (Outlook, Word and Powerpoint) and MS Projects
- Python
- Tabloo/ Power BI
- Data Analytics
- SQL

- performance against set targets.
- Kept records of student attendance, progress and activities to assess individual mastery of subject matter.
- Coordinated learning and extra-curricular activities, supervising learner interactions to maximise experience.
- Graded homework and tests and computed and recorded results using answer sheets or electronic marking devices.
- Led vocational classes to develop students' practical competencies.
- Taught lectures and seminars in Economics (Macro & Public Economics)

February 2013 - September 2013

Early Years Assistant Jims, IP University | New Delhi, India

- Develop and coordinate teaching, research, and service activities.
- Plan, deliver, and grade courses, manage office hours, and mentor students.
- Implement and enforce policies, procedures, standards, and regulations for educational activities.
- Participated in college meeting to discuss goals and objectives, brainstorm ideas and find ways to improve teaching methods.

April 2012 - January 2013

Coordinator Euro kids School | New Delhi, India

- Managed smooth operations and communicated timely updates to coordinate administrative activities.
- Answered mailed, emailed, telephoned and in-person requests for service and information.
- Drafted and edited correspondence and materials related to project work to guarantee accuracy and uniformity in documentation.
- Developed training programmes to boost staff capabilities and increase productivity.
- Scheduled and distributed work to other staff members to enhance productivity and avoid scheduling conflicts.

March 2010 - June 2010

Retail Intern Puma | New Delhi, India

- Assisting in the day-to-day operations of the Archive store.
- Customer service and stocking shelves.
- Help with event planning
- Fulfilling tasks assigned by supervisor
- Social media handling

EDUCATION

2023

Project Management | Management

IIT , New Delhi

Six months certification course

2019

Masters in Economics (MA) | Economics

IGNOU, New Delhi, DL

2015

Bachelor of Education | Education

Kashmir University, Srinagar

2013

Bachelor of Arts | Sociology
Monad University, Hapur, UP

2010

Retail Management | Retail
Indian Retail School, Pearl Academy, New Delhi, DL

2009

Bachelor of Arts (Honors) | Economics
Janki Devi Memorial, Delhi University, New Delhi, DL

2006

Higher secondary and Senior Secondary | Schooling
Apeejay School, Pitampura, New Delhi, DL

ACCOMPLISHMENTS

- 2 consecutive increments in a year in current company (Zykrr Technologies Pvt. Ltd.)
- Trained complete team on Dashboard
- Lead GDPR and SOC-2 compliance and received certifications
- Created hiring process
- Coordinated 8 special public and private events.
- Went for trekking with students under professionals and received certificate for it.
- AFS training done in Medicaps international school and University in 2019.
- Participated in the Inter College Speech Competition in Delhi University and secured best position.
- Awarded as best student in Geography examination in class 10th.
- Participated in Vocal Music Competition from Prayag University and secured First Position.

CERTIFICATIONS

- Project Management, IIT, Delhi (June 2023 – December 2023)
- Data Analyst, Skill Slash (June 2023 – February 2024)
- Project and Product Management, Udemy (June 2022 – July 2022)
- Security Audit (GDPR and SOC-2), Udemy (July 2022 – August 2022)
- Pursuing PMP Certification, Project Management Institute (January 2024 – February 2024)

LANGUAGES

English, Hindi: First Language

INTERESTS

- Gardening
- Calligraphy and Painting
- Music (Singing)
- Dance