



# POOJA CHAUHAN

## PROJECT MANAGEMENT EXECUTIVE

### PROFILE

Project Management Executive in Strategy Consulting with 2 years of experience across industries including healthcare, electronics, clothing and Export-Import. Strong expertise in client management, communication, and business operations. Skilled in strategy development, organizational structuring, KPI/KRA building, and process optimization. Adept at cross-functional coordination, documentation, and goal setting to drive successful project execution.

### WORK EXPERIENCE

#### Project Management Executive Center for Business & Technology

2023 - PRESENT

##### 1. Healthcare Industry

- Part of the strategy consulting team for a 50-bed hospital, focusing on operational optimization and long-term strategic vision.
- Assisted in developing the hospital's organizational structure, ensuring efficient workflow and resource allocation.
- Provided recommendations on process improvements, reducing inefficiencies in patient management and service delivery.
- Worked closely with hospital management and key stakeholders to align project goals with business objectives.

##### 2. Clothing Industry

- Assisted in building a house of brands with four brands from scratch, handling project execution from initiation to launch.
- Conducted market research to analyze consumer behavior, competitors, and industry trends to define brand positioning.
- Developed and executed a rollout plan and timeline, ensuring smooth store openings and operational efficiency.
- Coordinated with branding, marketing, and interior teams, ensuring brand consistency and a seamless customer experience.
- Acted as a liaison between the client and internal teams, providing regular project updates and ensuring timely decision-making.

##### 3. Electronics Industry

- Worked with the Chief Strategic Consultant to develop an asset-light model, transforming a traditional retail business.
- Designed a business model addressing issues like stuck inventory, liquidation, and cash flow management.
- Managed client communication and engagement, ensuring smooth coordination between all stakeholders.
- Led coordination with the marketing team and operations department, overseeing the execution of business strategies.
- Supervised ongoing business activities, ensuring compliance with project goals and market trends.

##### 4. Export-Import

- Assisted in setting up Siroyyaa, a new company in Tanzania, managing end-to-end project coordination.
- Oversaw documentation, business registration, and legal compliance, ensuring a smooth incorporation process.
- Developed and executed a rollout plan, aligning business objectives with market opportunities.
- Connected with key international stakeholders in Tanzania, Kenya, and other regions, gathering insights on overseas business regulations and opportunities.
- Coordinated efforts for trademark registration and business incorporation, ensuring brand protection and market entry compliance

#### Management Trainee Center for Business & Technology

FEB 2023 - MAY 2023

- Learned the fundamentals of project coordination, working on real-life business scenarios.
- Conducted secondary market research, analyzing industry trends and competitor strategies.
- Assisted in industry research and comparative analysis, building insights to kick-start strategy projects.
- Created project progress trackers, monitoring milestones and ensuring on-time execution.
- Developed an understanding of business strategy fundamentals, supporting senior consultants in execution planning.

### CONTACT

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### SKILLS

- Project Management
- Client Management & Communication
- Project Planning & Coordination
- Business Strategy
- Secondary Market Research
- KPI & KRA Development
- Organizational Structuring & Process Optimization
- Documentation & SOP Writing
- Goal Setting & Execution
- Google Workspace (Docs, spreadsheet, slide, forms)

### EDUCATION

Senior Secondary  
Army Public School, Delhi Cantt

Graduation  
University of Rajasthan, Jaipur

Post Graduation  
IGNOU, Delhi

### ACCOMPLISHMENTS

Awarded "Best Management Trainee" for exemplary performance during the internship period.