



# AJAY KUMAR

End To End Operations Management

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Sample photo

Dear Sir/Madam,

Please find the resume attached for the position of XXX. I'm particularly interested in this opening / position, which relates strongly to my 7 years of experience in leading projects with a focus on excelling business targets.

As XXXXXXXXXXXX / XXXXXXXXXXXXXXXXXXXXXXXX; I believe I meet all the essential criteria for the position. I have hands-on knowledge in Operations Management, Strategic Planning, Project Management, Product Development (Educational Programs), Reporting & Documentation, Market Research, Business Development, Client Relationship Management, Revenue Generation and Cost Analysis.

Please find below a summary of my skills:

- Requirement gathering and understanding skills before recommending a solution to the clients
- Meeting the required deliverables in the agreed time-frame
- Understanding of standard business process operations. Quickly grasp on the functional or domain knowledge while working with the customers
- Executing projects right from Concept-to-Launch with a focus on Project Scoping and rendering end-to-end solution

I am now looking to take up roles in XXXXXXXXXXXX.

I am keen to join your firm due to its leading position in the industry, great organizational culture, spirit of innovation, professionalism (you can choose as you see fit) that characterizes your firm and its employees. I am attracted to this role on account of the XXX (We suggest you mention certain key areas that have attracted you to this position – organizational performance, values, challenges, best fit, etc.) that it offers.

I appreciate your efforts in taking the time to review my credentials and experience. Looking forward to a positive response.

Thanking you,

Sincerely,

Vaibhav Vijay

Enclosure: Resume



# AJAY KUMAR

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Sample photo

## Profile Summary

7 humble years in leading operations & project management successfully propelling through start-up ventures delivering mission-critical results. Credited as out-of-the box thinker, leading projects from conceptualization to implementation of short/long-term plans and mentoring teams with a focus on excelling business targets. Excellence in managing complex business challenges and making high-stakes decisions using experience-backed judgment, strong work-ethics, and impeccable techniques. Ensured successful execution of projects right from Concept-to-Launch with a focus on Project Scoping and rendering end-to-end solution. A unique blend of visionary leadership with expertise to lead strategic planning for the development of new products / programs & launching new business by developing operational plans as per market needs.

Proven leader with outstanding relationship-building skills, strong communication skills, and exceptional emotional intelligence that excels in managing cross-cultural teams.

## Proven Strengths

**Understanding requirements:** Excellent requirement gathering and understanding skills before recommending a solution to the clients

**Delivering the Committed Deliverables:** Demonstrated competencies in meeting the required deliverables in the agreed time-frame

**Recommending a Holistic Solution:** Strong understanding of standard business process operations. Quickly grasp on the functional or domain knowledge while working with the customers.

**Strong Communication Skills** (both direct and indirect communication).

## Leadership Skills



## Career Timeline

- 1 **Since December 2020 | Material Library**  
Project Consultant
- 2 **June 2020 - December 2020 | Brain Weave**  
Project Consultant & Business Developer
- 3 **December 2019 - May 2020 | Supaksha**  
Project Lead for Wildfire League Program
- 4 **October 2018 - November 2019 | Monk. e. Wise**  
Project Manager
- 5 **September 2017 - September 2018 | WonderLab Project**  
Manager & Head of Innovations
- 6 **May 2014 - February 2017 | Nortrans Marine Svcs. Pvt. Ltd.**  
Marine Engineer
- 7 **September 2014 - August 2015 | Bluesytech**  
Business Development Manager

## Soft Skills

- Teamwork | Leadership
- Creative Thinking
- Professionalism & Discretion
- Organizational Communication
- Collaboration
- Strong Interpersonal Skills

## Functional Skills

- Operations Management
- Strategic Planning | Project Management
- Product Development (Educational Programs)
- Reporting & Documentation
- Market Research Business Development
- Client Relationship Management
- Revenue Generation | Cost Analysis

## Education

- Bachelor of Marine Engineering**  
BITS Pilani ,Induri, MH, India, 2015
- 12th | CBSE Board (Ryan International School)**  
New Delhi, 2009
- 10th | CBSE Board (Ryan International School)**  
New Delhi, 2009  
Successfully cleared Air Force Written Exam and SSB

## Work Experience

Since December 2020

Material Library | Project Consultant

*Exceeding all expectations by being involved in planning for 3 verticals under material library-, elearning, portfolio management and job portal. Involved in hiring and training of staff of 106 people & monitoring progress and examining risks. Led risk management and established project recovery plans.*

- Directed the technical development teams for developing the MVP for each vertical through AGILE method
- Developed and trained junior team members by leveraging industry experience to achieve optimal project strategy
- Accountable for Vendor onboarding, Client relationship management, Social media management, Marketing and content writing
- Offering assistance in development of business plans for each vertical and responsible for conducting competition analysis and SWOT analysis
- Led reporting and documentation and offering ongoing cost and estimate analysis reporting and managing cost allocation.
- Establishing coordination with project members to identify and quickly address problems.
- Creating a prototype of a new product by adopting various methods like requirement gathering, preparing reports, overseeing the product/ program development amongst a team of individuals and presenting new ideas to corporate executives to gain permission to develop product lines

June 2020 - December 2020

Brain Weave | Project Consultant & Business Developer

*Oversaw operations to help the organization scale for launching the parenting awareness program BWgrow, E-commerce portal BWshop and Inter school competition portal BWgenius. Sought for strategic ability and displayed superb understanding by Developing video based curriculum by researching on topics.*

- Led the project by involving in end to end management right from hiring, led technical development team, , setting up e commerce platform, , vendor on boarding, client relationship management, social media marketing
- Accountable for networking for the new company, developing business strategies, creating marketing plans, setting up processes and systems, and growing a sustainable organization
- Responsible for the development of the company's product offerings focusing on the strategic management, and long-term growth
- Handled social media marketing content writing, sponsor procurement, budget supervision, etc
- Single handedly performed analysis and offered suggestions to over come bottle necks in the project

December 2019 - May 2020

Supaksha | Project Lead for Wildfire League Program

*Worked in partnership with Anuj Pulstya, one of India's top 10 angel investors*

- Designed a Skill Development program that makes students better suited to lead in this new era of the market with evolved skill requirements.). Developed a well-defined curriculum post through research and conceptualized course format, subject matter and presentation
- Accountable for planning technology-based learning format and created modules to train students in a variety of fields on leadership development, professional communication, creative troubleshooting and many other essential life skills.

October 2018 - November 2019

Monk. e. Wise | Project Manager

*Planned and executed CSR Projects in the field of education to impart life skills to children, for esteemed companies like Omax Autos, Lumax, Emkay, and Satyam. Monitored the operations by overseeing information and compiling data to enhance the efficiency.*

- Led the project which involved right from hiring, implementing teacher training programs, coordinating with government schools, reviewing policies & procedures and project report compilation

September 2017 - September 2018

WonderLab | Project Manager & Head of Innovations

*Developed & designed classrooms, science shows, and science activities based on specific age groups to cater to client requirements. Improved in organizational brand awareness by developing and maintaining website ([www.wonderland.co.in](http://www.wonderland.co.in)) and social media posts (Facebook and YouTube and Instagram) as well as organized events and parties like Spring and Summer Camps for schools, Day-care centers, and Residential areas. Organized major events such as Halloween Carnival and Christmas carnival including events such as school science days, Krackerjack Karnival, etc.*

- Involved in Hiring & Training of staff and developed various training modules for new projects
- Accountable for inventory management, event management, cost management, vendor onboarding and so on
- Developed and maintained a productive business relationship with existing clients and prospects for rendering customized solutions and acquiring new clients
- Established coordination with government departments, NGOs, universities, colleges, corporate houses, and other business channels to generate awareness of the education sector via social media management

#### Highlights:

- Successfully eliminated the discrepancies and redundancies in progress by reviewing performance and timelines which resulted in reducing the wastage cost by 20% by training staff in waste management
- Played a pivotal role in enhancing revenue by 50% with excellent customer experience resulting in improved modules and better staff training

## Personal Details

Date of Birth: 30 December 1990

Languages: English and Hindi

## Brands worked in

The logo for materiallibrary, featuring the word "material" in a grey sans-serif font and "library" in an orange sans-serif font.