



Sweta Kandari

Project/Operations Manager

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SUMMARY

Professional manager with significant expertise in overseeing complex projects and ensuring timely delivery. Skilled in strategic planning, budget management, and risk assessment. Strong focus on team collaboration, fostering results-driven environment, and adapting to changing needs. Known for reliability, leadership, and effective communication.

SKILLS

MS Excel, MS PowerPoint, Teams, Outlook, Slack	Power BI
Jira	Human resource support and Virtual Assistant
Agile methodology	Asana
ECW	ERP
Training and mentoring	Customer Service Manager
Research and Development	Data analysis
International Team leadership	Email Scheduling, Calendar booking, spreadsheets

LANGUAGES

English	Hindi
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EDUCATION

Masters of Business Administration (MBA) Finance And Business Analytics Graphic Era University , Dehradun	07/2018
Bachelors of Commerce(B.COM) DAV PG College , Dehradun	05/2016
Diploma in Banking And Finance NIIT, Dehradun, India	03/2016

CERTIFICATIONS

- Google Project Management.
- How to use Roadmaps in JIRA
- NISM Mutual fund distributors certification examination

EXPERIENCE

PROJECT MANAGER, PMO

10/2023 to 02/2025

Premier Medical Associates(PMA) | Florida (Remote)

- Managing staff by overseeing the work of the administrative and clinical staff, which may include hiring, training, and scheduling employees.
- Implementing policies and procedures
- Managing finances: worked with the practice's financial staff to manage the budget and ensure that the practice operates within financial constraints.
- Developing and maintaining relationships with patients and insurance providers.
- Overseeing quality assurance: worked with the medical staff to ensure that the practice provides high-quality care and meets industry standards.
- Bridging the gap between the upper management and lower executives.

FINANCE EDUCATOR

01/2023 to 10/2023

Brightchamps Pvt Ltd | Dehradun

Global EdTech firm with presence in USA, India, Indonesia, Dubai, Singapore, and Vietnam

- Delivered interactive lessons on Finance, Entrepreneurship, and Business Management to a diverse cohort of international students spanning five continents: North America, South America, Africa, Australia, and Asia.
- Simplified complex financial concepts such as budgeting, investments, profit/loss, and market analysis for young learners through practical, real-world examples, and simulations.
- Demonstrated cross-cultural communication, remote teaching, and student mentoring skills in a fast-paced EdTech environment.

ASSISTANT PROFESSOR

02/2022 to 01/2023

Dev Bhoomi Group Of Institutions Dehradun Uttarakhand | Dehradun

- Delivered lectures and seminars, effectively communicating complex concepts and facilitating impactful discussions among diverse student groups.
- As an Assistant Professor of Finance, I have had the opportunity to teach and mentor students from diverse academic backgrounds including BBA, B.Sc. (IT), BCA, and Hotel Management.
- My teaching experience covers key subjects such as Accounting, Financial Management, and Financial Services.

FOUNDER

08/2019 to 01/2022

Raj Baker's and Confectioners | Dehradun

- Managed inventory and supply chain operations, optimizing resources to reduce costs and improve delivery timelines.

- Established strong relationships with local suppliers, ensuring consistent quality and timely delivery of ingredients.
- Established a successful business by identifying market needs and developing innovative solutions.

SENIOR RELATIONSHIP MANAGER

11/2018 to 04/2019

ICICI Securities Limited | Delhi

As a senior relationship manager, I have produced detailed reports and analyses to identify customer trends and uncover opportunities for growth. I was assigned to handle and recommend the best portfolio to the clients. Handle their query related to any financial services provided by our company. Timely updating changes in the portfolio that they are holding.

INTERNSHIP

- Intern, CA MANISH NEGI & CO.
J U L Y 2 0 1 7 — A U G U S T 2 0 1 7
Summer training project on topic- Corporate social responsibility (CSR)
Income Tax,
Financial management and Auditing.

ACCOMPLISHMENTS

Premier Medical Associates-

- Hedis Project- Completed the Hedis Project on time and under budget and thereby saved dollars of the company.
- New idea- Came up with the idea of Mammogram buses that helped in saving client's time and company's money.
- Research and Development- Formed and Collaborated with the team of call center and facility managers in the development of Patient's feedback through calling and NPS data.
- Leadership- Supervised team of more than 50 staff members.
- Training , development and gave hands on practice on softwares to new employees.

ICICI Securities

- Converted 25 deactivated client's account into activated account with negotiation skills
- Handled Portfolio of more than 500 high net worth clients.
- Gave a business of more than 10 lakhs to the company.