RUBY ANTIL

PROJECT DELIVERY MANAGER | BUSINESS ANALYST

CONTACT

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📍 HNo. 1325/11, Janta Colony,
Sonipat- 131001, Haryana,
India.

EDUCATION

M.Tech CS 2017
IITB, Sonipat

B.Tech CS 2008-2012
SITM, Sonipat

SKILLS

- Leadership & Mentoring
- Team Collaboration
- Communication
- Time Management
- Project Management
- Requirements Gathering
- Client Management
- Decision-Making
- Adaptability & Flexibility
- Critical Thinking
- Creativity & Innovation
- Multitasking
- Reporting & Documentation

LANGUAGES

- English (Fluent)
- Hindi (Fluent)

PROFILE

I am a proactive project coordinator skilled in managing diverse projects, streamlining processes, and ensuring timely delivery. With expertise in client communication, CRM solutions, and business growth, I excel at driving efficiency and delivering results.

TOOLS / SOFTWARES

Slack, Asana, Jira, Microsoft Teams, Google Meet, Google Calendar, Zoom, Clockify, Google Sheets, MS Powerpoint, Canva
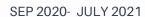
WORK EXPERIENCE

GLOBAL TRENDZ   04/2022 - PRESENT
Project Delivery Manager

- **Managed Multiple Clients Efficiently** – Coordinated with various clients across industries, gathering requirements and ensuring smooth project execution through effective communication.
- **Strengthened Client Retention** – Provided post-production support, regular follow-ups, and continuous enhancements, ensuring long-term client satisfaction and business growth.
- **Designed CRM Visualizations** – Created detailed flowcharts and sitemaps to streamline CRM solutions, ensuring they met industry-specific client needs.
- **Converted Leads into Clients** – Engaged with warm leads, effectively pitching solutions, acquiring new clients, and contributing to revenue growth.
- **Proficient in Project Planning** – Developed storyboards, structured project plans, and efficiently allocated tasks to maximize productivity and on-time delivery.
- **Presented Service-Based Solutions** – Delivered compelling presentations, showcasing service offerings to enhance client engagement and drive conversions.
- **Recognized for Excellence** – Consistently received positive client feedback for strong project coordination, timely delivery, and proactive problem-solving.
- **Proactively Managed Risks** – Monitored project timelines, identified potential risks, and implemented preventive measures to ensure successful execution.

PGT COMPUTER SCIENCE
Apollo International School

SEP 2020- JULY 2021

- Managed virtual classrooms, using platforms like Google Meet, Zoom, and Microsoft Teams for interactive teaching during the pandemic
- Managed the school's mobile app during the COVID-19 period, ensuring smooth operations for students, teachers, and parents.
- Created presentations for the Principal for annual meetings, academic planning, and school performance analysis.

TGT COMPUTER SCIENCE
Standford International School

APRIL 2016 - AUG 2020

- Conducted theory and practical sessions on programming, databases, networking.
- Designed lesson plans and structured the curriculum to align with educational standards.
- Created study materials, worksheets, and assignments for students.
- Introduced students to database management (MySQL, MS Access, etc.).

PROJECTS

WEB DEVELOPMENT COORDINATION
Static Websites

- Acted as the bridge between clients and the development team, ensuring timely project delivery.
- Coordinated across teams to resolve roadblocks and meet deadlines.

DYNAMIC & E-COMMERCE WEBSITES

- Designed and provided backend and frontend sitemaps for seamless functionality.
- Managed e-commerce website execution, ensuring secure payment gateways and a user-friendly experience.
- Regularly communicated with teams to make refinements based on client feedback.

CRM SOLUTIONS

- Led project execution through recurring meetings, feedback sessions, and structured development cycles using Agile and Waterfall methodologies.
- Successfully delivered multiple CRM-based projects, including:
- LMS – Online education and training platforms.
- Vendor Management Systems – Supplier and procurement automation.
- HRMS – Employee data, payroll, and approvals.
- Scholarship Management System – Fund request approvals and disbursement.
- Production Management Systems – Workflow, production, and rejection tracking.
- Ensured timely project delivery through effective communication, tracking, and coordination.

DIGITAL MARKETING & BUSINESS GROWTH

- Brought in new business opportunities and converted warm leads into long-term digital marketing clients.
- Strengthened client relationships through regular communication and strategy alignment.
- Contributed to company growth by expanding the client base and delivering measurable results.

I HEREBY DECLARE THAT THE INFORMATION PROVIDED IN THIS CV IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.