KB

Khushi Bawistale

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Professional Summary

Talented event and project manager offering expertise in managing, yoga,meditation and process development gained over 1 years of experience. Analytical problem-solver with sound judgment and reasoning abilities and excellent understanding of business practices and Heartfulness trends. Prepared to bring talents to new position with room for advancement.

Enthusiastic project manager eager to contribute to team success through hard work, attention to detail and excellent organisational skills. Clear understanding of managing team and training in software. Motivated to learn, grow and excel in Industry.

Skills

- Project Management
- Teamwork

Work History

International Yoga Trainer - Fellowship Scholar
Hyderabad, Telangana
06/2019 - 06/2020

- Evaluated existing plans, processes and events planning services to identify opportunities for improvement.
- Supported senior leadership by developing status reports on activities related to planning, scheduling, cancellation, inquiries, resourcing, risk mitigation and proposal development for various events.
- Delivered smooth training execution by coordinating seminar functions, including site selection, scheduling, marketing, reservations, materials, event management and follow-up.
- Enhanced client satisfaction ratings by scheduling on-site service requests, managing show logistics and booth functionality needs to meet demands.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
- Proved successful working within tight deadlines and fast-paced atmosphere.

Education

06/2019
D B Science Colleg
Gondia
BCA: Computer And Information Sciences
- Elected Captain of chess
- Dean's List final year
- Graduated in Top 3 of Class

2020
IIHT
Chennai
Cloud Computing: Computer Networking

Expected in 2022
Ramdev Baba College
Nagpur
Master Of Computer Applications: Computer Software And Media Applications

10/2020
University Of California (coursera)
Irvine Extension (online)
Project Management: Project Management
3 months online certification course

Certifications

- Project management, university of California Irvine (coursera) - 3 months