

Sameeksha

Ambala

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Professional Summary

Experienced and detail-oriented Project Manager with 3 years of overall professional experience, including 2 years in the digital marketing industry. Proven track record in managing creative teams, coordinating projects, and delivering high-quality work within deadlines. Skilled in team collaboration, client communication, and ensuring project objectives are met to the highest standards. Eager to contribute to a dynamic, creative, and fast-paced work environment while driving impactful results.

Professional Experience

Project Manager

Intellistall Pvt. Ltd Digital Marketing agency

February 2024 – Present

Ambala

- Lead and manage multiple digital marketing projects, ensuring timely delivery and client satisfaction.
- Coordinate with designers, developers, and content teams to execute campaign strategies. • Communicate project status, risks, and issues to stakeholders.
- Successfully improved internal workflow, reducing delivery time by 20%.
- Conduct regular meetings with clients via Google Meet to discuss project progress, feedback, and next steps.
- Provide timely updates to clients regarding campaign performance, creative approvals, and deliverables.
- Collaborate with internal teams to ensure alignment with client expectations and goals.

Quality Controller

Western Overseas

November 2022 – October 2023

Ambala

- Checked daily work to make sure it met quality and production standards. •

Kept accurate records and reports of quality checks.

- Shared regular feedback using trackers to help improve team performance.
- Worked with other departments to fix issues and improve the overall quality of exams.

Education

Kurukshetra University

B.Sc. in Fashion Design

Zee Institute of Creative Art (ZICA)

Graphic Design Certification

Skills

- Project Management & Coordination
- Team Leadership & Communication
- Campaign Planning & Execution
- Graphic Design Tools (Adobe Photoshop, Illustrator, Canva)
- Digital Marketing Basics
- Quality Control & Process Optimization
- Time Management & Multitasking

Achievements

- Employee of the Month, recognized for outstanding project delivery, team coordination, and client satisfaction