

KOMAL MADHWANI

PROGRAM MANAGER

CONTACT

- 8505081946
- madhwanikomak65@gmail.com
- Dadabari, Kota (Raj.)

SKILLS

- Program Management
- Team Leadership & Supervision
- Stakeholder Engagement & Coordination
- Event Planning & Execution
- Talent Selection Expertise
- Multitasking & Task Prioritization
- Outreach & Counseling Services
- Data Collection & Program Evaluation
- Documentation & Reporting
- End-to-end recruitment
- Employee Onboarding
- Workflow Optimization
- Administrative Support & Office Management
- Team building
- Cross-functional collaboration
- Calendar & Schedule Management

EDUCATION

- B.Tech in Computer Science**
69.75% 2010- 2014
- Higher Secondary**
78% 2008 -2009

LANGUAGES

- English (Fluent)
- Hindi (Fluent)

PROFILE

Program Manager with a strong background in national scholarship programs, team leadership, and stakeholder engagement. Most recently led a national scholarship initiative at Avanti Fellows, where responsibilities included program administration, student outreach, alumni relations, and stakeholder coordination. Prior experience at ALLEN Career Institute involved administration, HR operations, talent acquisition, and employee engagement. Earlier roles at Career Point Limited and Instrumentation Limited enhanced expertise in student counseling, admissions, process optimization, and reporting. Recognized for driving student success and operational efficiency through strategic program execution and cross-functional collaboration.

WORK EXPERIENCE

- Avanti Fellows** **Oct'24- Mar'25**
Program Manager
 - Led the implementation of a national scholarship program, overseeing program administration, student engagement, and stakeholder coordination
 - Managed a team, providing guidance, training, and performance oversight to ensure effective program execution
 - Organized and facilitated student event, to maximize participation and program impact
 - Led the scholarship interview process, including candidate selection, scheduling, and fund disbursement
 - Developed and managed alumni relations and mentorship programs to foster long-term student support
 - Conducted program outreach, ensuring students had access to resources, counseling, and career guidance
 - Organize student events, workshops, and engagement initiatives to maximize participation and impact
 - Maintained comprehensive documentation of student progress, success stories, and program reports for stakeholders
 - Maintain stakeholder relationships, collaborating with students, parents, institutions, and service providers
- Allen Career Institute** **Dec'18 - Dec'23**
Senior Executive
 - Led attendance management ensuring compliance with company policies
 - Spearheaded talent acquisition, managing end-to-end recruitment and onboarding
 - Developed and streamlined HR processes, optimizing workflow efficiency
 - Designed and executed employee engagement programs for enhanced team morale
 - Managed event planning to foster positive organizational culture
 - Adept at coordinating schedules, and ensuring seamless office operations
 - Proficient in multitasking, prioritizing tasks, and using office software to streamline workflows
 - Oversaw documentation management and procurement, ensuring accuracy and compliance
 - Maintained and updated administrative records and reports
- Career Point** **May'16 - May'18**
Counselor
 - Counseled parents and students on career paths and educational opportunities
 - Managed admissions conversion, achieving enrollment targets
 - Handled student data management for improved operational efficiency
- Instrumentation Limited** **Aug'15 - Aug'16**
Trainee
 - Prepared business reports and analytics using office suite tools
 - Assisted in process automation and data documentation to enhance efficiency