

# HEMANT A. MISTRY

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*Enthusiastic Multi-lingual Project Manager with International Work Experience and Advanced I.T. Skills.*

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## Key Skills:

- Languages: **English** (Native), **German** (Fluent), **Spanish, French & Hindi** (Basic).
- **Innovative & Enthusiastic** approach to challenges supported by a **Drive to Deliver**.
- **Client Focused** and able to communicate effectively at all levels.
- **Fast & Adaptable Learner** – Responds positively to change; Works well under-pressure.
- Experienced Business user of **Adobe, Microsoft, Office & Web Design** applications.

## Experience:

### RK Print Ltd.

Litlington, Hertfordshire

*Sept 2007 - Present*

### Project Manager - Engineering

Managing **£200,000** manufacturing projects for blue-chip clients using a Prince2 approach. Responsible for developing Client & Supplier relations and resolving project obstacles. Instigated change that delivered planning efficiencies of **20%**.

- **Coordinated** the planning team creating a streamlined workflow and improved client relations.
- **Managed** project critical information ensuring high-priority tasks and logistics are scheduled appropriately.
- **Delivered** concise management reports to Senior Management to aid accurate financial forecasts.

### Europe, Asia, SE Asia

*Nov 2004 – Apr 2007*

[hemantmistry.com/travel](http://hemantmistry.com/travel)

### World Travel

Independently travelled 38 countries developing my languages and engaging with local cultures. Daily interaction with diverse people & situations provided fresh **cultural & physical** challenges for my people & creative skills.

### University of Bath

Quality Assurance Dept.

*Jul – Oct 2004*

### Project Manager – I.T.

Delivered an online pilot system for 'Personal Development Planning' with **12,000** users. Enthusiastically tackled numerous technical & political challenges by developing necessary **analytical & diplomatic** skills.

- **Organised** stakeholder focus groups to drive developments.
- **Negotiated** budgets & specifications with key executives.

**University of Bath**

Students' Union  
Jun 2003 – Jul 2004

**Vice President Democracy & Communications**

Sabbatical position at a strategic and operational level within a services organisation. Responsibilities included leading **Communications, Commercial Services** and **Marketing** teams to deliver **measurable** results to a variety of challenges:

- **Directed** a **£7m** Finance & Communications Strategy; negotiating a **£250,000** commercial redevelopment and driving website traffic to **2.3m** visitors per month.
- **Managed** marketing campaigns achieving record event attendance (**2,250** guests) and used **innovative marketing** to raise election turnout by **10%**.

**NUS Services Limited**

Macclesfield  
2003 – 2004

**Licensed Trade Committee Member**

**Elected** to represent shareholders at key committees within this purchasing consortium. Strategically steered and monitored the company's operational activities.

- **Proactively engaged** national suppliers and large corporations on pertinent commercial and ethical issues.

**Visono GmbH**

BERLIN, Germany  
2002

**Placement Year – IT Sales**

European sales roles in which the ability to rapidly respond & adapt to changes was critical to develop our market share.

- Expanded sales program to a variety of new customers reaching out into different industries & countries.

**Qualifications:****University of Bath**

BATH  
1999 – 2003

**BA (Hons.) German and Politics. 2<sup>nd</sup> Class Honours**

Four year study programme. Modules included International Relations, European Politics, German Studies and an ERASMUS placement at the **Freie Universität Berlin**, Germany.

**The Meridian School**

ROYSTON  
1994 – 1999

**Four A-Levels:**

Maths **A**; Further Maths **B**; German **C**; Geography **C**.

**Ten GCSEs.** Grades A\* to C

**Interests:**

Trekking; Cycling; Fund Raising; Jui Jitsu; International Music & Films; PC Building; Web Design – Personal sites and Server-Side management.