

ISHAN DUBEY

Founder's Office · Chief of Staff · Builder-Operator

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PROFILE

Builder-operator with 6+ years working directly with founders in high-velocity startups, currently in Founder's Office at **Kheyti** - an India-based agritech company working with government bodies and farming communities at scale. Deep experience in the operational and strategic work that a CoS mandate demands: building decision-support systems, driving cross-functional programmes Also supported early-stage fundraising and product at Tekie (**\$1.5M raise**), and have lived in the 0→1 and scaling phases across three startups. Motivated by missions that create real-world impact at scale.

AREAS OF EXPERTISE

Founder's Office Execution · Capital Raise Support · Board & Investor Materials · Cross-functional Programme Management · OKR Management · Operating Cadence Design · Government & Institutional Partnerships · MIS & Decision Systems · Hiring & Org Scale-up · 0→1 Product Launches · GTM Strategy · Workflow Automation

PROFESSIONAL EXPERIENCE

Founder's Office — Kheyti

Remote | Apr 2025 – Present

Leading strategic and operational initiatives at an India-based agritech startup - working directly with leadership across decision systems, government programmes, and cross-functional execution.

- Designed and implemented a nationwide institutional validation programme coordinating across 10+ government agencies and research institutes - managing external stakeholder relationships, timelines, and compliance requirements end-to-end.
- Built and improved MIS and reporting systems adopted across leadership and company-wide reviews, materially improving decision quality and speed.
- Led pilot of a remote service delivery model, cutting service costs by **45% within 3 months** through process redesign and ops restructuring - then built the rollout playbook for scale.
- Managed cross-functional strategic projects spanning Marketing, Government Operations, and Field Ops, maintaining execution rigour across distributed teams.
- Contributed to operating cadence design, ensuring leadership priorities translated into tracked, accountable workstreams across the organisation.

Founder's Office — Uolo

Gurugram, HR | Nov 2022 – Mar 2025

Right-hand to co-founders across product rollouts, GTM strategy, and scaling operations at a high-growth EdTech SaaS company (2 Cr → 100+ Cr ARR).

- Built operating cadence and cross-functional alignment systems that reduced decision lag across product, sales, and marketing - including quarterly planning and review cadences with leadership.
- Launched 3 products from ideation to commercialisation, achieving PMF for new B2B and B2C business verticals - driving all phases from scoping through rollout.
- Ran 15+ pilot projects to validate ideas; built GTM plans, pricing logic, and rollout playbooks for pilots that progressed to scale.
- Defined and tracked key metrics (CAC, LTV, ARR retention) to guide iteration decisions and surface growth levers - directly informing leadership strategy.
- Collaborated with sales and marketing to develop positioning and messaging, and drove feature adoption through user education and guided walkthroughs.

Product Manager — Tekie (acquired by Uolo)

Bangalore, KA | Oct 2020 – Nov 2022

Owned product suite for a team of 10 developers and 3 designers; managed delivery, roadmap, and stakeholder communication. Also supported co-founders in fundraising.

- Supported co-founders in fundraising efforts, contributing to a **\$1.5M raise** - including preparing materials, supporting investor conversations, and managing data room organisation.
- Co-led development of a B2B SaaS product suite, enabling expansion into new client verticals.

- Scoped features, wrote PRDs, built wireframes, and drove the roadmap - including internal systems that cut operational costs through automation.
- Improved school onboarding to **90%+ activation** and **75%+ ARR retention** through systematic UX and process improvements.
- Acted as Scrum Master for 25+ team members; delivered 30+ releases on schedule with improved resource allocation.

PROJECTS

OG Divine (D2C brand, ongoing) · **Original.os** (D2C ops platform, ongoing)

Hands-on building in D2C and ops tech - keeps product and operational instincts grounded in real merchant and supply chain reality. Not central to this application but part of how I stay close to execution.

EDUCATION

Bachelor's in Financial Markets · Mithibai College, Mumbai, MH

2020 – 2022

Relevant Courses: Financial forecasting, accounting, economics, financial markets, commodities, derivatives

SKILLS

Programme Management: OKR management, operating cadence design, cross-functional alignment, pilot-to-scale, board & planning materials, MIS systems

Fundraising & Comms: Fundraising support, investor materials, data room management, board deck preparation, all-hands and quarterly planning slides

Government & Partnerships: Multi-stakeholder coordination, government agency management, institutional programme design, compliance-adjacent workflows

Product & GTM: Product strategy, PRD writing, wireframing, Scrum, A/B testing, GTM strategy, CAC/LTV/ARR tracking, retention playbooks

Operations: Process optimisation, SOP design, workflow automation, CRM integration, reporting cadence, remote team ops

Tools: Notion · Jira · Google Suite · Figma · ClickUp · Make · n8n · Mixpanel · Miro · Airtable · Freshworks/Zendesk · CRMs

LANGUAGES

Hindi [Native] · **English** [Professional]

REFERENCES

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