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| CV - NIDHI  [NIDHI.303763@2freemail.com](mailto:NIDHI.303763@2freemail.com)  **Last/Current Employer:**THE ENGLISH OAK Corporation, Noida, U.P  **Last/Current Position held:** Senior Operations Executive  **Location:** Noida, U.P, India  **Education:**Diploma in Management from Symbiosis, Pune  B.Tech Electrical Engineering from NIT Allahabad  **Total Work Experience:** 7 Years, 2 Months |
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| **PERSONAL INFORMATION**  **Birth Date:** 20 October 1986  **Gender:** Female  **Nationality:** India  **Passport:** Yes  **Marital Status:** Married  **Husband’s Name:** Anil Sharma |
| **TARGET JOB**  **Target Job Title:** Project Engineer  **Career Level:** Entry Level/Executive Level  **Employment Type:**Permanent  **Employment Status:**Looking for a suitable career opportunity in ProjectManagement  /Operations in Construction Sector  **Notice Period:**Immediate |
| **EXPERIENCE (7 YEARS, 2 MONTHS)**   * **JANUARY 2016 – Till date**   **Senior Operations Executive/Manager at** The English Oak Corporation, Noida  **Location:** India  **CompanyIndustry**: Manufacturing/Consumer Durables  **JobRole**: Operations  **Job Responsibilities:**   * Preparation of operation reports and dashboards * Manage Inbound/Outbound calls Queue and ensure zero/abandon calls * Reconcile attendance daily with employee timesheets (DSRs) against schedule and time in/time out reporting and assist in profiling of Marketing Executives. * Communicate with management and operations team to ensure compliance with company standards * Maintain running report of Leads & Follow-ups for new business opportunities. * Inventory & Resource Management * Perform any other related duties as required or assigned      * **JUNE 2008 - APRIL 2014**   **Senior Engineer atABIR Infrastructure** Pvt. Ltd  **Location:**India  **CompanyIndustry**: Construction  **JobRole**: Projects (Operations & Monitoring)  **Job Responsibilities:**  **PLANNING**   * Coordinate to create a detailed work plan which identifies and sequences the activities needed to successfully complete the project * Determine the resources (time, money, equipment, etc) required to complete the project * Review the project schedule with senior management and all other staff that will be affected by the project activities; revise the schedule as required * Coordinate for successful contract document review and finalization with stakeholders   **PROJECT MANAGEMENT**   * Initiation / responding to all planning/time related correspondence to Engineers/subcontractor * Monitor work progress on site and adequacy of resources and equipment   and update master programme   * Assist Project manager in preparing progress reports * Single Point Contact between Clients/ Consultants & Internal departments of company from   Work Order takeover till complete closure of project   * Planning and Mobilize the resources & coordinate with concern department to Finalize Sub-Contractors according to plan & Schedule for the execution of projects in time * Prepare progress report/ Bar Chart for client &monitor progress according to construction plan. * Internal review meetings with Design Department, Purchase Department & Finance Department related with new / under execution Projects * Liaising with Vendors/ Purchase Department to ensure that purchase orders adequately define the specified requirements and are timely delivered at site. * Co-ordinate with the Site Engineers towards the execution of work as per the approved drawings and adhering to quality and safety regulations * Coordinate and follow up with client for realization of bills * Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project * Monitor cash flow projections, budgeted expenditure, actual cash flow and variance and report to senior management on a regular basis (monthly/bimonthly) * Any other duties as directed by seniors   **PROJECTS**  **Teesta-III HEP 1200 MW (6\*120 MW), Sikkim, INDIA**  Vertical sinking of Pressure Shaft 2 Nos. 1,127 M long Pressure Shafts of (4.0 m dia each) of which 659 m Vertical and 468 m inclined including Steel lining of the vertical shafts.  Executed with M/s Shaft Sinkers Pty Ltd as Sub-contractor for specialized manpower &equipments. The vertical sinking or digging of tunnel involved deployment of a 14x14x25 m Headgear framework made of Steel and kibble winders (motor operated). The crew for operation moved up and down the sink using a lift-like steel stage. The total operation demanded great planning and execution with safety at supreme priority.  **RampuraAgucha Underground Mine of Hindustan Zinc Limited, INDIA**  Sinking of the main shaft as well as the north and south ventilation shafts at the RampuraAgucha mine (7.5m dia each 500m deep) & Off-shaft development project  **Monitoring of Geological Survey Investigation Projects**  Compiling & Maintaining records of studies for Environment Impact assessment for Upper & Lower  Demwe Hydro - Project in Arunachal Pradesh were being done by Geology and Design engineers. |
| **EDUCATION**   * **Pursing - Higher diploma ,**   **Business Administration75%(1st year)**  Institute: Symbiosis Center of Distance Learning  **Location:** India  **Completion :** 2016   * **Bachelor's degree , B.Tech,**   **Electrical Engineering 6.16(out of 10)**  Institute: Motilal Nehru National Institute of Technology,  Allahabad, Uttar Pradesh  **Location:** India  **Completion :** 2008   * **Senior Secondary 83.33%**   School: Kendriya Vidyalaya, Dimapur, Nagaland  **Location:** India  **Completion :** 2004   * **Higher Secondary 76.46%**   School: Kendriya Vidyalaya, Jamnagar, Gujarat  **Location:** India  **Completion :** 2002 |
| **SPECIALTIES**   * Primavera P6 * ERP for resource management(Contract, Purchase, Inventory Management) * MS Word, Excel, PowerPoint * Webmail handling |
| **CERTIFICATES & ACHIEVEMENTS**   * 20 hours of PDUs LEAN Managementonline course by SimpliLearn in August 2016 * 23 hours of PDUs awarded after completion of 3 days Primavera P6 PPM course by M/s PMV   Management Consultants Pvt Ltd in May 2016   * Certificate of ISO 9001:2008, ISO:14001:2008 Internal Auditor in April 2010 by Samarth Consultants * Completed Art of Living YES+ Advanced course in 2006 in Rishikesh, Uttarakhand * Actively took part in extracurricular activities in College and High School |
| **SKILLS**  **MICROSOFT WORKS**  **Level:** Expert  **PROGRESS MONITORING**  **Level:** Intermediate  **PROJECT MANAGEMENT**  **Level:** Intermediate  **CONTRACT MANAGEMENT**  Level: Intermediate  **PURCHASING**  **Level:** Intermediate |
| **PERSONAL COMPETENCE**   * Ethical Behaviour& Business Practices * Sincere and passionate worker with an eye to achieve targets * Sound Communication Skill * Foster Teamwork * Leadership & Proactive Decision Making * Planning, Organizing & Problem Solving Ability. |

It is hereby declared that the information and particulars furnished above are true and correct to the best of my/our knowledge and belief and nothing has been concealed.