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| CV - NIDHI 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 & LowerDemwe 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
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| **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
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| **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.
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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.