RESUME

Employee Name : Rehnuma

Date of Birth : 14-July-1992

Email ID : rehnuma.380143@2freemail.com

Summary: M.Tech. (E.C.E) with 3.4 + Years of experience in Telecom Project & Teaching.

Academic Record

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| --- | --- | --- | --- | --- | --- |
| **Name of School / College** | **Board / University** | **From** | **To** | **Degree Exam.** | **Full Time / Part Time / Distance Learning** |
| **MM** | **YYYY** | **MM** | **YYYY** |
| Gautam Buddha university,Greater Noida | GBU | July | 2013 | May | 2015 | M.Tech(Wireless Communication & Networks) | Full Time |
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| DevBhoomi Institute of Technology,Dehradun | UTU | July | 2009 | June | 2013 | B.Tech(E.C.E) | Full time |
|
| Khalsa public School,Saharanpur | C.B.S.E | June | 2008 | June | 2009 | C.B.S.E | Full time |
| Khalsa public School,Saharanpur | C.B.S.E | June | 2005 | June | 2006 | C.B.S.E | Full time |
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Summary of Work Experience: (*Start with current employer*)

|  |  |
| --- | --- |
| **Employer’s Name** | **Period** |
| **From** | **To** | **Total Experience****(***Duration in Month***)** | **Designation** |
| **MM** | **YYYY** | **MM** | **YYYY** |
| Samsung India Electronics Ltd. | Jan | 2017 |  -- | Working | 17 Months | Admin MIS & Document Control  |
| Huwag Teleservices PVT. LTD. | Sep | 2015 | Dec | 2016 | 16 Months | RF,EMF,RFI,INSTALLATION Coordination |
| JB Institute Of Technology | Jan | 2015 | August | 2015 | 8 Months | Teaching Faculty |

**Name of Employer : Samsung India Electronics Ltd.**

 **Duration of Employment : 9th Jan 17 to Present.**

 **Designation : MIS Executive**

**Additional Responsibilities : Admin, Report Reviewer**

**Project Description : Reliance JIO**

* Prepare the RFA on daily bases & Weekly for Monthly Budget, Attendance, and Vehicles.
* Prepare the Circle MIS & ADMIN and also Managing Reliance JIO Project of Uttarakhand Circle.
* Create RFA nad site BOM in SPMS (Samsung Tools) & also Resolving the SPMS issue from NHQ.
* Upodate the vendor payment and track payment status in SPMS.
* Update RFE1 Survey, Installation, I&C in My Activity, Assign Vendor & My Task Activity in SPMS (Samsung Project Management System).
* Controls issuance of document number, including maintaining proper document register for construction engineering project.
* Maintaining drawing register for all distributed documents.
* Responsible for everyday internal and external correspondences like letter, transmittal and etc.
* Maintain availability of office supplies.
* Documentation process of various Files&Creating Bills, invoices and new vendor files.
* Maintaining Employee Contact Details & Documentations.
* Prepare Daily and Weekly Project Presentations and Dashboard and share to NHQ Management.
* Experience of programme co-ordination/administration.
* Reports for projects, and implement cost control procedures, processes, and systems. Review and approve.
* Worked with project managers and superintendents to identify and resolve all project claims.
* Preparing Dispatch plan and share to Warehouse team as per RFAI received from Customer.
* Identifying and Negotiating with material and transportation partner. (As required).
* Knowledge of project management tools and techniques.
* Report Reviewing of ATP11A, ATP11B, RFE1, RF & EMF.

**Name of Employer :** Huwag Teleservices Pvt. Ltd.

**Duration of Employment : 1 Year & 4Months**

**Designation : Project Coordinator**

**Role : Project Coordinator**

**Operator : Reliance JIO**

**Project Description**

 **Role Responsibilities**

* Performed Site Survey, clutter Survey and verify the suitability of sites with regard to RF point of view and Construction.
* Analyzing & ensuring the smooth Deployment of rollout & for network affecting parameters.
* Support management in adopting best practice to promote a positive health, safety & environmental culture with the aim of zero harm to people, property and environment.
* Validate and approved the RF Survey & EMF reports.
* Performed Site Survey, clutter Survey and verify the suitability of sites with regard to RF point of view.
* Physical Optimization of Networks Such as Antenna Verification, Tilts, Azimuths, Feeder Swap.
* Giving Plan to Field Engineer & co-ordinate them for RF Survey.
* Get the data from field and distribute it to Report Maker.
* After complete the report from report maker submit to validator
* Review RF Report.
* Review EMF Report.
* Review RFE1 Report.
* Giving Plan to Field Engineer & co-ordinate them for RF Survey.
* Gather data From field And distribute it to Report Maker
* After complete the report from report maker submit to validator.
* Generate the RF survey report and upload in GIS.
* Performed Site Survey, clutter Survey and verify the suitability of sites with regard to RF point of view and Construction.
* New RF Sites Survey, Submission and Validation in GIS for Samsung R4G Project.
* Co-ordinate and support at ground level to field Engineer. For new site survey & acquisition.
* Performed Site Survey, clutter Survey and verify the suitability of sites with regard to RFpoint of view and Construction.
* Determine microwave antenna height using global Mapper & SRTM.
* Mentor other members of the team and provide technical and operational guidance.

Name of Employer : JB Institute of Engineering

Duration of Employment : 1st Jan 15 to 31-August-15.

Designation : Teaching Faculty

**Project Description**

* Vast knowledge of engineering concepts.
* Ability to work within departmental guidelines.
* Strong ability to interact with students and colleagues.
* Outstanding analytical and critical thinking skills.
* Excellent interpersonal skills.
* Very good time management abilities.

Software & Tool Skills:

* Google Earth, Microsoft Excel, Mapinfo-8.5, GPS, Basic Mat Lab.
* GIS, SAP, SPMS Portal, Site Forge.

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**Declaration**

I hereby declare that all the above-mentioned details are true to the best of my knowledge.