

RESUME

NEELAM SAROJ

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PROFILE SUMMARY

Result-driven, organized and committed 4.6 years of experience as a project analyst, data analyst project manager, project planning, technology and managing both high- value commercial governmental and IT Company. Able to effectively collaborate with team members to enhance business profits and project goals. Coordinated and resourceful professional with a record of success in facilitating complex and highly technical projects. Seeking a position that offers new challenges and allows for further career growth.

EDUCATION

Degree	Board/University	Year of Passing	CGPA/Percentage
M. Tech (Electrical Engineering) Specialization – Power & Energy System	Institute of Engineering and Technology Lucknow	Nov-2023	8.25 CGPA
B. Tech (Electrical & Electronics Engineering)	Dr. A.P.J. Abdul Kalam Technical University Lucknow	June-2017	74.27%
Diploma Polytechnic (Electronics Engineering)	Board of Technical Education U.P. Lucknow	May-2014	74.30%

WORK EXPERIENCE

1. Assistant Manage at M/S BST Infratech Ltd Kolkata W.B. (Client –Uttar Pradesh Power Transmission Corporation Ltd) Job Posting- Head Office Lucknow U.P.

From: -01/07/2019 to 31/12/2021 (2.6 year)

Responsibilities: -

- ❖ Prepare DPR on daily basis about all project & communicate to VP, GM, DGM, AGM
- ❖ Project Monitoring & Controlling with field team on daily basis and data analytics
- ❖ Provide technical support and troubleshooting for working closely with internal teams and vendors to resolve them in a timely manner. Review of Subcontractors and Vendor documents for technical compliance
- ❖ Project Material Management, BOM, Commercial Billing, Tax, Outsourcing and supply chain Management and corporate credit.
- ❖ Proficiency with Desktop Computers and other IT equipment
- ❖ Project schedules with Engineering teams and communicate project status to stakeholders. Maintain finance account statement all project
- ❖ Cost Analysis about all projects
- ❖ To participate & record Budgeting and planning for all company project.

2. Project Analyst at M/S BST Infratech Ltd Kolkata W.B. (Client –Uttar Pradesh Power Transmission Corporation Ltd) Job Posting- Head Office Lucknow U.P.

From: -01/01/2018 to 30/06/2019 (1.6 year)

Responsibilities: -

- ❖ Prepare DPR on daily basis about all project & communicate to VP, GM, DGM, AGM
- ❖ Prepare project location details co-ordinate with field team on daily basis
- ❖ Documentation Management, technical vendor document review
- ❖ Co-ordinated with material departments to ensure the availability of spares/material in the respective working area for timely maintenance of equipment under maintenance
- ❖ I lead projects in multiple areas of expertise (i.e., engineering domains or Technical, systems) within a data center facility, including construction and equipment installation.

3. Graduate Engineering Training at M/S BST Infratech Ltd Kolkata W.B. (Client Uttar Pradesh Power Transmission Corporation Ltd) Job Posting- Head Office Lucknow U.P.

From: -01/07/2017 to 31/12/2017 (6 Month)

Responsibilities: -

- ❖ Prepared reports and presentations for Officials.
- ❖ Documentation Skill for documenting project schedule responsibilities and progress.
- ❖ Joined as 'Graduate Engineer Trainee' and later promoted as 'Project Analyst to G.M (Projects & Engineering).
- ❖ Prepared Daily report & Location Details of Project report as per schedule. Participated and chaired many weekly and monthly meetings and calls with respective senior & field employee.

SOFTWARE SKILLS

- ❖ Tools Familiar with: MS Word & MS Excel, MS PPT
- ❖ Advanced Excel (MS Excel).
- ❖ G-suite (Google Calendar, Google forms, Google Drive, Google Meet, Google Sheets)
- ❖ JAVA & Programming C&C++
- ❖ Aware of most of the office automation process equipped with all computerized Microsoft Office, Windows, Internets etc.) operations and used to work in a fully computerized environment.
- ❖ MATLAB(2023a)
- ❖ AUTOCAD (Basic Knowledge).
- ❖ Excellent communication and interpersonal skills

PROJECT/RESEARCH AREA

- ❖ **M.Tech Dissertation** – Hybrid Electric Vehicle performance & energymangement strategies (Paper Published on Journal)
- ❖ **M.Tech Dissertation** – Solar PV & Fuel Cell Based Hybrid Electric Vehicle for Mileage and Duration Enhancement (Paper Communicated on IEEE Conference)
- ❖ **B. Tech final year project** - Three Phase Fault Analysis in Power System

INTERNSHIP/ SUMMER TRAINING

- ❖ Attended one-month summer training at “DOORDARSHAN” in Lucknow U.P.
- ❖ Attended one-month summer training at “UPPTCL” in 220/132Kv Sub Station Pratapgarh U.P

LEISURE INTEREST

- ❖ Playing Badminton.
- ❖ Reading Books(story)
- ❖ Cooking

LINGUISTIC PROFICIENCY

- ❖ English (R/W/S)
- ❖ Hindi (R/W/S)

PERSONAL INFORMATION

- ❖ Name : Neelam Saroj
- ❖ Date of Birth : 15/11/1994
- ❖ Gender : Female
- ❖ Marital Status : Single
- ❖ Current Location : Hazratganj Lucknow
- ❖ Permanent Location : Pratapgarh U.P.
- ❖ Joining Status : Immediate

DECLARATION

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

Date: -

Place: Lucknow

(Neelam Saroj)