

SHIVANI BHARTI

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□ 283/519 Bharatpuri-B, Ambedkar Nagar, Lucknow,
India Pin Code- 226004

OBJECTIVE

I seek challenging opportunities where I can fully utilize my skills for the success of the organization.

EXPERIENCE

Oct 26, 2018 -
July 31, 2020

AWACP TECHNICAL SERVICES

HVAC Estimation Engineer

Work Profile :

- Cost Estimation of HVAC Projects
- Takeoff sheet & Quote Generation
- Review & Submittal of Projects
- Releasing of Material Tracking of Released Material Billing of Projects
- Sales Marketing of HVAC Products

Aug 31, 2020 -
5 Oct 2020

Arsha Infra Developers Pvt Ltd, Lucknow

Executive Admin & HR Recruiter

Work Profile:

- Job posting on different job portal i.e, naukri.com & Timesjob
- Screening of candidate
- Scheduling Interview
- Update day to day attendance of employee

June 21, 2021 -
Till now

Ramy Info Tech Private Limited

Technical Resource Specialist/US IT Recruiter

Work Profile:

I am always looking to expand my network so feel free to send me invite!

Responsible for Recruiting of CPT, STEM OPT, H4 EAD, L2EAD H1B, GC, GC-EAD, AND US Citizen Consultants to the clients as per the Requirements.

Scanning the consultant for suitable opportunities for the requirement and submitting profile for the client.

Engaging the consultants to ensure proper positioning for upcoming requirements and ensure a better selection rate. Actively involved in all phases of Business Development Activities like Recruiting of Consultants at major sources of their client's requirements.

EDUCATION

2014-2018

School of Management Science, Lucknow

B. Tech (Mechanical Engineering)
1st Division with Honor

2014

St Joseph Inter College

Intermediate

2012

City Convent School

High School

PROJECTS

- **Transient Elevated Buss**

TRAINING UNDERTAKEN

- **Winter Training**
Topic Diesel Locomotive & it's maintenance logistics
Location : Northern Railway Diesel shed Lucknow
Duration 18-01-2016 to 30-01-2016
- **Summer Training**
Topic Diesel Engines at Engine Development Directorate
Location : RDSO, Lucknow
Duration :07-06-2017 to 19-07-2017

SKILLS

- **Technical Skills:** Blue beam Revu, Microsoft Word & Excel, Auto-Cad 2D, Catia
- **Non-Technical Skills:** Team Building, Problem Solving, Decision Making
- **IT Skills:**
 - Computer Hardware Knowledge.
 - Computer Software Knowledge.
 - Internet Applications.
 - Networks.
 - Operating Systems.
 - Troubleshooting.
 - Internet Security.
 - Data Privacy.

ACHIEVEMENTS & AWARDS

- Got 2nd position in "SPARDHA- 2016" in College
- Received a shield in "Indra Dhanush" in College
- Participated in 4th International seminar "SPEEDS-17" in College
- Certification in "CCC" from "National Institute of Electronics and Information Technology"

LANGUAGE

- English & Hindi - Read, Write & Speak

EXTRA CURRICULAR ACTIVITIES

- Participated in "BAL RATNA KHOJ - 2007" on the subject "OUR ROLE MODELS"
- Participated in "Aviva Young Scholar Nat Geo Junior Hunt- 09" in College Participated in
- "Fire Fighting Robot" at Regional Science City
- Participated in "Abhiruchi-2015" in College Participated in
- "SPARDHA – 2016" in College
- Participated in the "Project Display Contest" held in Innovation Festival-2017 in College

INTERESTS

- Singing
- Listening Music
- Participating in social activities

PERSONAL DETAILS

- Father Name-Kishore Kumar Bharti
- Mother Name-Pushpa Devi
- Date of Birth- July 9,1999
- Nationality-Indian

