

AARTI RADHERAMAN VERMA

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Flat No.A/103, Building No.3, Kartikya Park, Near St. Andrews School, Malewadi, Sukhapur, New Panvel-410206.

OBJECTIVE

To be the part of a team of hi-caliber professionals for challenging new assignments and responsibilities, thus sharpening my own professional skills, while at the same time, contributing my best to the overall development of the organization

SNAPSHOT

- ❖ Solutions focused, proactive and industrious professional with **05 years** of experience in Electrical & Manufacturing industry.
- ❖ A technically adept professional with in-depth knowledge and expertise in project execution, maintenance and supply chain management.
- ❖ The complete knowledge to understand the process, understand operations sequences, process parameters required to achieve quality characteristics.
- ❖ Extensive industry knowledge, keen client needs assessment aptitude, client focused approach that fosters trust and allegiance, highly trustworthy, ethical and discreet.
- ❖ A strategic planner with expertise in implementing cost saving measures to achieve reduction in overall maintenance and running costs.
- ❖ Gained vast knowledge during academics and while undergoing trainings and executing projects.
- ❖ Systematic approach and execution with strong analytical skills.
- ❖ Highly self-motivated, fast learning, adapting well to situations and working to meet targets in high work pressure.
- ❖ Empowered with good communication, presentation, negotiation and inter-personal skills.
- ❖ Efficient in handling multiple tasks diplomatically and a good team facilitator.
- ❖ Result oriented professional with leadership qualities, possessing excellent organizational, team building skills and strong analytical mind-set.

COMPETENCIES & SKILLS

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|---------------------------------------|-------------------------------|
| ❖ Team Management | ❖ Strong Analytical Skills |
| ❖ Risk Management | ❖ Quick Adaptability |
| ❖ Resource Management | ❖ Commitment towards work |
| ❖ Effective Planning & Implementation | ❖ Sincerity & Self-Confidence |
| ❖ Report Preparation | |

EMPLOYMENT CHRONICLE

➤ **Sr. Project Engineer in VIVID Electromech Pvt. Ltd., Koparkhairne, Since 1st Feb 2021 to Present**

Key Deliverables.

- ❖ After finalization of order, scheduling project to achieve target delivery date specified by customer. Sending material requisition slip to stores department for raw material issuance. Ordering of shortage raw material for procurement.
- ❖ Monitoring and controlling of project schedules and budgets in order to meet the project goals and mile stones.
- ❖ Monitor the project activities to ensure adherence to pre-planned procedures.
- ❖ Directing the project team members in order to ensure that all project requirements are meeting the established scope, schedule and budget.
- ❖ Ensuring that all project activities conform to approved drawings, specifications, and Quality/safety standards.
- ❖ Maintaining of effective project cash flow by timely invoicing for the completed works.
- ❖ Managing all the sub-contractors/suppliers/vendors to meet the project mile stones.
- ❖ Follow up with the supervisors and contractors to complete the project within stipulated time.
- ❖ Liaison with various other departments i.e. engineering, procurement, logistics, and Human resource in order to effectively initiate, plan, execute, monitor/control and close-out all project activities as per the schedule and budget
- ❖ Preparation of recovery plan for delayed work and review of schedule.
- ❖ Prepare and deliver progress report to both clients and management.

- ❖ Looking over all the commercial margins to identify whether the project can be outsourced at the time of load to meet the deadlines.
- ❖ Identify Bottlenecks for efficient flow of production.
- ❖ Handling various clients from different background (Gov. Institutions, Consultant, Foreign delegates)
- ❖ Having close touch with logistic department to arrange transportation for timely delivery of material.
- ❖ Preparing Microschedule of the project so that date slippage can be observed and necessary action can be taken place at right moment.

➤ **Sr. Project Engineer in SUNESONS Engineering & Fabrications Pvt. Ltd., Rabale, Since 26th Dec 2016 to 29th Jan 2021**

Key Deliverables

- ❖ Preparing GA in Excel/Autocad for Drawout, Nondrawout (Fixed) panels and making effective costing from view of getting good profitable orders by making detailed quotations.
- ❖ Negotiation with client at the time of finalization of order.
- ❖ Enhancing customer satisfaction through proper training, documentation and support.
- ❖ After finalization of order scheduling project to achieve target delivery date specified by customer.
- ❖ Preparing MOM with Production Team so that project execution take place successfully with agreed product in agreed time
- ❖ After dispatch followup with client for feedback and for next order.
- ❖ Interacting with customers or new client at any visit or in Exhibition for new enquiry.
- ❖ Training new person so that work distribution take place effectively.
- ❖ Outsourcing work, if internal fully loaded with projects.
- ❖ Finding vendor who can provide the product need to be incorporated if additional required by client.
- ❖ Handled all the export as well as Domestic orders in SEFPL.
- ❖ Managing and Providing training to Sales Team in an effective way for their Development. (08 Members were working under My Guidance).
- ❖ Manage SPG (Standard Product group) department completely (06 Members were working under My Guidance).
- ❖ Planning of effective execution of projects as per its budget decided.
- ❖ Highly focus on Wastes Reduction and increase its margin & profit.
- ❖ Panel Routine Inspection.
- ❖ Managing cash transition to keep the record of all the cash process.
- ❖ Managing Event Management for Exhibition's.
- ❖ Preparation of Tax invoice, debit note, credit note, GST purchase order in Tally ERP9.
- ❖ Reconciliation of Debtors & Creditors ledgers.
- ❖ Handled Type Testing Projects (IEC-61439 & IEC-61641).
- ❖ Part of Special Executive Bodies of SUNESONS (Core Team).

OTHER SKILLS ACQUIRED DURING WORK

- ❖ Strong knowledge of export paper work & Documentation.
- ❖ Strong Knowledge of Electrical accessories used in Draw out type panel enclosure.
- ❖ Knowledge of proper cash handling procedures.
- ❖ Good knowledge of project mobilization and close out.
- ❖ A working Knowledge of basic quality requirement and their implementation.
- ❖ Excellent ability to lead, initiate/manage multi-disciplinary projects.
- ❖ Good Supervisory skills, people and relationship management, and excellence in team playing.
- ❖ Critical thinking, decision-making, good initiative, self-motivated, target/goal-oriented, openness to new skills, analytical skills and diligence in the course of duty with a can-do attitude.

ACHIEVEMENTS

- **Successfully handled projects of Event Management for Exhibition's (as mentioned below) by supervising, Co-coordinating, guiding & Motivating the subordinates.**
 - ❖ Automation EXPO 2017 at Goregaon, Mumbai
 - ❖ Automation EXPO 2018 at Goregaon, Mumbai
 - ❖ Elecrama 2018 at Greater Noida
 - ❖ Automation EXPO 2019 at Goregaon, Mumbai
 - ❖ Middle East Electricity 2019 at Dubai
 - ❖ Middle East Electricity 2020 at Dubai
 - ❖ Elecrama 2020 at Greater Noida
 - **Represented SUNESONS in Automation EXPO 2017, Automation EXPO 2018, Automation EXPO 2019 at Goregaon, Mumbai.**
 - **Represented SUNESONS in Elecrama Exhibition Noida-2020.**
 - **Represented SUNESONS in Middle East Electricity 2020.**
 - **Successfully done Certified Course for Internal Auditor on IMS (Integrated Management System through Intertek) -2019**
 - **Successfully faced the IMS Audit and made SUNESONS renowned as IMS Certified Company.**
 - **Successfully done certified course on "What makes a Great Manager" through BMA 2020.**
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INTERNSHIP

- **Worked with Leena Powertech Pvt. Ltd., C.B.D Belapur.**
 - ❖ Study of Power Transmission, Distribution Building Electrification, Railway Electrification, Renewable Energy (Solar) and Electric Vehicle Charging Station Systems
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ACADEMIA

Qualification	School/college	Board/University(Year)	Aggregate
B.E (Electrical) (4th Year)	AIKTC School of Engineering & Technology, Panvel	Mumbai University (2016)	7.39(SGPI)
B.E (Electrical) (3rd Year)	AIKTC School of Engineering & Technology, Panvel	Mumbai University (2015)	6.69(SGPI)
B.E (Electrical) (2nd Year)	AIKTC School of Engineering & Technology, Panvel	Mumbai University (2014)	6.15(SGPI)
B.E (Electrical) (1st Year)	AIKTC School of Engineering & Technology, Panvel	Mumbai University (2013)	5.78 (SGPI)
COPA	RVTI	National Council(2012)	79.50%
HSC	Guru Nanak Higher Secondary School	Maharashtra Board of Secondary Education (2011)	57.50%
SSC	S.S.D. high school	Maharashtra Board of Secondary Education (2009)	81.23%

PROJECT WORK

- **Power saver for Industrial and commercial establishment.**

- ❖ **Description:** The project is designed to reduce the power loss in industries. This results in reduction in amount of electrical bill for industries and commercial establishments, it works on solar panel.
 - ❖ Participated in Technical project competition "National Level Project Showcase 2016"
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EXTRAMURAL ACCOLADES

- ❖ Participated in Technical project competition "**National Level Project Showcase 2016**"
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PERSONAL SPECIFICS

- ❖ **Full Name** : Aarti Radheraman Verma
 - ❖ **Father's Name** : Radheraman Verma
 - ❖ **Gender** : Female
 - ❖ **Date of Birth** : 04th June 1994
 - ❖ **Marital Status** : Single
 - ❖ **Languages Known** : English,Hindi & Marathi
 - ❖ **Strength** : Hardworking, flexible and Adaptable, Quick learner, motivating People, Honesty and Integrity.
 - ❖ **Hobbies** : Listening songs and Playing Badminton
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Declaration:

I here by declare that the above mentioned particulars are true the best of my knowledge.

Date

(Aarti Verma)