
Proficiency at Grasping New Concepts Quickly and Utilizing the Same in a Productive Manner. Team Leading Abilities & Strong Inter-Personal Skills.

PROFESSIONAL SNAPSHOT:

- Eighteen Years of Quantifiable Experience in Management Information System (M.I.S) & Data Management in Water Supply/Treatment Plant (WTP), Sewerage Treatment Projects (STP), Swachh Bharat Mission, Enterprise Sales and Business Development.
 - Masters of Computer Application affiliated to Vinayaka Missions Sikkim University, Gangtok, Sikkim. 2018.
 - Masters of Business Administration (Marketing) affiliated to D.A.V.V. University, Indore (M.P). 2006.
 - Bachelors of Chemical Engineering affiliated to Pt. Ravishanker Shukla University, Raipur (C.G). 2003
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CAREER CONTOUR:

Organization: Madhya Pradesh Urban Development Company Limited, Bhopal (M.P)

Projects under Asian Development Bank (ADB) – Project Management Consultant Tata Consulting Engineers Limited & JPS Associates Pvt. Ltd (JV)

Designation: MIS / IT Expert

Duration: September 2022 to Till Date.

Location: Bhopal (M.P.)

Job Profile:

- Collecting data and update throughout different resource.
 - Preparing Monthly and Daily Reports on physical work in different components.
 - Maintaining all the required google sheets, onsite photographs of works and official records.
 - Preparing PPTs by getting insights from compiling the data.
 - Maintaining all the required Letters/Note Sheets form client side and drafting proper reply after discussing with seniors.
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Organization: B.N.P Trade Biz PVT.LTD.

Project about Swachh Bharat Mission under Madhya Pradesh Government. Company sales Bio Culture Product to make fertilizer with dry & wet waste in Government Sector.

Designation: MIS Officer.

Duration: November 2017 to August 2022

Location: Bhopal (M.P.)

Job Profile:

- Preparing detailed project report of village for waste management system under Swachh Bharat Mission.
 - Preparing monthly and daily reports on physical work. Maintaining records of sales and payment data of bio culture in every village.
 - Preparing PPTs for Sachives and Sarpanchs of every district.
 - Monitoring mail on regular interval of time and informing concern person about it, sometimes replying on those mails as well after discussing with seniors.
 - Communicating with the team regarding meetings, reports and for other important work.
 - Maintaining data on google sheet, manpower deployment for I.E.C., dry waste and wet waste collection from each village, etc. Generate reports out of it as and when required.
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Organization: A.N.V. Construction Company.

Project about Government Infrastructure Project. under Madhya Pradesh Government.

Designation: MIS Executive.

Duration: April 2014 to October 2017

Location: Bhopal (M.P)

Job Profile:

- Maintaining data thought different source like Google sheet and excels. Generate report out of it as and when required.
 - Preparing DPR and Manpower deployment report daily and send it to seniors.
 - Prepare documents like reports, Minutes of Meeting (MOM), Standard Operating Procedure (SOP) as per client requirement.
 - Preparing PPTs by getting insights from compiling the data.
 - Maintaining all letters/ Note Sheets form client side and drafting proper reply after discussing with seniors.
 - Monitoring mail on regular interval of time and informing concern person about it, sometimes replying on those mails as well after discussing with seniors.
 - Looking after the software and hardware requirement of the company.
 - Also maintain security administration of system and assign log-in passwords for the staff as necessary.
 - Communicating with the team regarding meetings, reports and for other important work.
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Organization: A.K. SHIVHARE INFRASTRUCTURE PVT.LTD.

Project about Government Infrastructure Project. under Madhya Pradesh Government.

Designation: MIS Executive.

Duration: Oct 2009 to March 2014

Location: Bhopal (M.P)

Job Profile:

- Handling all incoming mails and reply on them after discussing with concern team members.
 - Maintaining all letters/ Note Sheets form client side and drafting proper reply after discussing with seniors.
 - Monitoring daily progress of the projects through Google Sheets and preparing reports.
 - Prepare documents like presentation, reports, M.O.M, S.O.P as per client requirement.
 - Preparing different report as and when required by seniors.
 - Maintaining the expenditure/reimbursement data of site team.
 - Taking care of all hardware and software requirement of company and also maintain security administration of system and assign log-in passwords for the staff as necessary.
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Organization: TANLA SOLUTIONS LTD.

Company mainly includes selling of Short Messaging Services (SMS), Out Bound Dialing (OBD), Short Codes (54999), Content Management System (CMS), Wireless Application Protocol (WAP), Interactive Voice Response System (IVRS) & Manage Services in Value Added Products (Enterprise Sales).

Designation: Sales Executive.

Duration: Oct 2008 to Aug 2009

Location: Indore (M.P)

Job Profile:

- Implementing competent marketing strategies with a view to penetrate new accounts and expand existing ones for a wide range of Bulk SMS Services (BMS), Value Added Services (VAS) & Wireless Application Protocol (WAP).
- Exploring potential business avenues to penetrate new accounts and expand existing clientele.
- Handling various activities as well as involved in cross- selling of the products to existing customers to enhance product portfolio.
- Responsible for generating business & increasing the market share of the company.

- Ensuring customer satisfaction by seeking constant feedback, thereby maintaining successful relationship with the customers.
 - Securing business by achieving delivery of service quality norms by interacting with clients, handling customer's requests & grievances for customer satisfaction.
 - Identifying & handling corporate clients and strategically secure profitable business as well as relationship building by understanding their needs.
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Organization: CHAAKSHI FUTURISTIC TECHNOLOGIES PVT LTD.

Company mainly includes selling of Short Messaging Services (**SMS**), Short Codes Services (**52222**), Interactive Voice Response System (**IVRS**)

Designation: Marketing Executive

Duration: Dec 2006 to Sept 2008

Location: Indore (M.P)

Job Profile:

- Identifying prospective business, establishing strategic partnership and alliances, generating business from the existing accounts and achieving profitability and increased sales growth.
 - Exploring potential business avenues to penetrate new accounts and expand existing clientele; responsible for mobilization of funds.
 - Handling various activities as well as involved in cross- selling of the products to existing customers to enhance product portfolio.
 - Responsible for generating business & increasing the market share of the company.
 - Ensuring customer satisfaction by seeking constant feedback, thereby maintaining successful relationship with the customers.
 - Securing business by achieving delivery of service quality norms by interacting with clients, handling customer's requests & grievances for customer satisfaction.
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ACADEMIA:

- **Masters of Computer Application** affiliated to Vinayaka Missions Sikkim University, Gangtok, Sikkim. May'2015-May'2018.
- **Masters of Business Administration (Marketing)** from Prestige Institute of Management and Research, affiliated to D.A.V.V. University, Indore. 2004-2006.
- **Bachelors of Chemical Engineering** from Raipur Institute of Technology, affiliated to Pt. Ravishanker Shukla University, Raipur (C.G).1999-2003.

INDUSTRIAL TRAINING:

- **Undergone summer training at Bridgestone India Pvt. Ltd, Mumbai.**

The training mainly comprised of the following:

- ❖ Brand share of Bridgestone vis-à-vis competition.
- ❖ Identify the present situation.

Project Undertaken as part of the training:

The study is exploratory in nature to understand the brand share of Bridgestone and the Present situation which were used by professionals in their working area.

ACADEMIC PROJECTS:

- **As a part of MBA curriculum:**

A major research project on Buying Behavior: A comparative study of Castrol and Servo oil.

- ❖ To find the factors which affect the consumer in buying the Lubricant oil?
- ❖ To compare the study which affect the Castrol & Servo Lubricating oil?

- **As a part of Graduation:**

A project on Manufacturing of Bio-Diesel.

- ❖ Making of Bio-Diesel from vegetable oil i.e. edible and non-edible oil.
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PERSONAL DETAILS:

Date of Birth : March 06' 1981.
Marital Status : Married.
Father's Name : Mr. Rajesh Shrivastava.
Languages Known : English & Hindi.
Permanent Address : Block – A 310, 3rd Floor, Signature 360,
Katara Hills, Bhopal (M.P) - 462043
