

SHREYA R. UPASANI

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OBJECTIVE

To pursue my career with a fast moving company and strive to fulfil the company's expectations. I would like to work in an ambience which provides me with ample space to grow and contribute to the organization for the symbiotic growth of the organization and self.

EDUCATIONAL SYNOPSIS

QUALIFICATION	INSTITUTE	UNIVERSITY	RESULT
M.Sc. (Organic Chemistry) (Passed in 2013)	St. Xavier's College	Gujarat University	Class: First
B.Sc. (Chemistry & Vocational Industrial Chemistry) (Passed in 2011)	St. Xavier's College	Gujarat University	Class: First
H.S.C. (Passed in 2008)	A.G. Higher Secondary School	Gujarat State Higher Secondary Education Board	55.2%
S.S.C. (Passed in 2006)	A.G. Higher Secondary School	Gujarat State Secondary Education Board	84.43%

PROFESSIONAL EXPERIENCE

S.S.B.I. Group of Companies – Ahmedabad

May 2015 – Sep 2017

Project Coordinator in S.S.B. Infrastructure Division

- ✦ Identify and analyse the requirements of the projects during all phases from start to end
- ✦ Perform technological comparison & finalization
- ✦ Track, analyse and communicate project risks and opportunities
- ✦ Prepare technical proposal for the proposed solution
- ✦ Provide project support to senior Project Managers
- ✦ Assist during Audits
- ✦ Prepare total BOM, enlist vendors
- ✦ Analyse vendors for pricing and equipment availability in the market
- ✦ Maintain all the project records

<ul style="list-style-type: none"> ✦ Assist in estimating project cost ✦ Provide timely project status updates to the Project Manager ✦ Communicate with clients ✦ Track various tenders & analyse for specific requirement, criteria's; finalize solution and prepare bids for the same within deadlines of the submission ✦ Active participation in Exports division & worked for transfer of technology (ToT) ✦ Manage presentations 	
B. V. Patel PERD Centre – Ahmedabad	Dec 2013 – Oct 2014
Research Scholar	
<ul style="list-style-type: none"> ✦ Performed Laboratory work ✦ Isolation of Compounds (Column Chromatography) ✦ Reaction Set Up - Synthesize compounds & Purification Techniques ✦ Instruments (IR, UV, Mass Spectroscopy, Melting Point Apparatus) ✦ Documentation Management 	
Zydus Hospira Oncology Pvt. Ltd., Ahmedabad	Sep 2013 – Dec 2013
Apprentice in Q.C.	
<ul style="list-style-type: none"> ✦ Performed laboratory work ✦ Documentation Management 	

LIST OF FEW PROJECTS (WORKED ON)

- ✦ Environmentally Sound Management and final disposal of PCB – Poly Chloro Biphenyls in India (UNIDO – GOVT. of INDIA (MoEF & CPRI) Project)
- ✦ Water Treatment & Desalination Projects in Private and Government Sectors
- ✦ Sewage Treatment Plant & Effluent Treatment Plant Projects in Private and Government Sectors
- ✦ Provide required support in few projects of Solid Waste Management & Landfill management
- ✦ Actively participated during ISO Audits
- ✦ Assist Project Manager on various other projects with insightful inputs and comments

ACADEMIC ACHIEVEMENTS

- ✦ Participated in training programme on Global market for Specialty chemicals (April, 2017)
- ✦ Participated in the training programme on Be a Merchant Exporter – How? (Ahmedabad Management Association) (May 12, 2017)
- ✦ Certificate Course – Management Development programme on Project Management (Ahmedabad Management Association) (July – August 2015)
- ✦ Vocational Programme in Industrial Chemistry, St. Xavier's College with Grade: B+ (65-69%)
- ✦ Research Award at Undergraduate level, St. Xavier's College (2009-2010)
(Analysis of Balance Diet Food & Extraction of Nickel from Chocolate)

COMPETENCIES

- ✦ Assertive in nature, Self-motivated and versatile
- ✦ Sound presentation skills
- ✦ Data Analysis & Document management
- ✦ Ability to work as a team player
- ✦ Flexible attitude, and be able to adapt quickly to change
- Can analyze things from the required angle

INTERNSHIP

- ✦ Cadila Pharmaceuticals, Dholka (Production & QC Department)
(5th May to 30th May 2009)
- ✦ Zenith Healthcare Ltd, Changodar (QC Department) (23rd January
to 14th February 2013)

COMPUTER SKILLS

- ✦ MS-Office
- ✦ LIMS (Laboratory Information Management System)

EXTRA CURRICULAR ACHIEVEMENTS

- ✦ Awarded for participation as a Speaker in Envirotech Asia (2nd International Exhibition & Conference) – 1, 2, 3 December, 2015 – Mahatma Mandir, Gandhinagar, Gujarat)
- ✦ Special Prize in Painting Competition in Hindi Pakhvada Samaroh (1 – 15th September 2014) (PERD, Ahmedabad)
- ✦ Participated in Adventure Camp at Jayalgarh, Uttarakhand (4th May to 8th May 2011)
- ✦ Participated in Environment Exposure Camp at Manali, Himachal Pradesh (19th May to 22nd May 2010)
- ✦ Trekked up to the Bhriugu Sarovar, situated at 14,500 feet in the Himalayas (24th May 2010)
- ✦ Participated in Himalayan Environment Camp at Dalhousie (24th April to 3rd May 2008)
- ✦ Second Runner-Up in Wall Painting (St. Xavier's School, Gandhinagar) (QUEST 2003-2004)
- ✦ Winner & Runner-Up in various athletic sports (2001 – 2004)

HOBBIES

- ✦ Anti-Gravity Yoga (Aerial yoga)
- ✦ Adventure Activities and Playing Outdoor Games
- ✦ Dancing & Listening Music
- ✦ Fascination for Art

PERSONAL DOSSIER

Name:	Shreya Rajesh Upasani
Date of Birth:	25 th Nov, 1990
Marital Status:	Married
Husband's Name:	Saupan Kirtikumar Upadhyay
Nationality:	Indian
Languages Known:	English, Hindi, Gujarati

DECLARATION

I hereby declare that all the information stated in this RESUME is true to the best of my knowledge. I also understand that any discrepancy found, in any of the above statements, will render me liable for cancellation of candidature/ appointment at any stage.

SHREYA R. UPASANI

PLACE: AHMEDABAD

DATE: _____