



Personal Details

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Skills

Power BI
Tableau
SQL
MS-Excel
MS-Word
MS-Power Point

Language

English
Hindi

Career Objective

To work in a challenging environment where I can develop myself with the opportunity provided by the organization and become a strong supporting person for the organization, to participate in Management decision policies and in the growth of the organization.

Education

MBA Jaipur National University	2020
BA –(History Hons.) Magadh University	2014
I.Sc BSEB Patna	2011
Matriculation BSEB Patna	2007

Employment

Virtual Internship Certification

- **Tata Data Visualisation: Empowering Business with Effective Insights Job Simulation on Forage - March 2025**
 - Completed a simulation involving creating data visualizations for Tata Consultancy Services
 - Prepared questions for a meeting with client senior leadership
 - Created visuals for data analysis to help executives with effective decision making.
- **Quantium Data Analytics Job Simulation on Forage - March 2025**
 - Completed a job simulation focused on Data Analytics and Commercial Insights for the data science team.
 - Developed expertise in data preparation and customer analytics, utilizing transaction datasets to extract valuable insights and deliver data-driven commercial recommendations.
 - Extended analytical capabilities to identify benchmark stores for conducting uplift testing on trial store layouts, enabling evidence-based decision-making.
 - Leveraged acquired data analytics and insights from previous tasks to create comprehensive reports for the Category Manager, facilitating informed strategic decisions and enhancing commercial applications.

MIS-Coordinator(Data Analyst)

GTL Infrastructure Ltd

Dec-2019 – Dec-2024

- Preparing various BI dashboard in **Power BI** for monthly Operation Review for Improvement in Network ability , Energy Cost, Infrastructure Correction Etc.
- Analysis Energy Cost (Diesel & EB Bills) respectively with Customer Billed amount for Energy Cost optimization

- Preparation of daily Diesel reconcile outage (for fund deduction) and reconciliation of Petro cards v/s actual requirements on daily basis.
- Collection and submission of daily purchase invoice/cash memo from Petrol Pump through Technicians / Diesel Fillers.
- Collection of Diesel log-sheets from technicians and verification of DG run hours, DG CPH, EB unit, consumption and operation count.
- Tracking of Extra diesel consumption against EB availability / disconnection & Natural climates
- Monthly Diesel rate signoff OPOC wise
- Monthly signoff from Petrol Pump on no credit left.

Assistant Manager

Ardom Towergen Pvt.Ltd (Bihar & Jharkhand)

Dec-2018 – Dec-2019

- Manage all Infra Activity of infra asset DG battery, Battery bank, DG etc.
- Preparing Energy billing data Load signoff, Diesel rate, EB ability etc. and reconciliation With ATC team.
- Making Diesel Bit plan on every 10 day's interval
- Managing with field team to clear all outage & make sure to close outage at TTR
- Monthly wise Outage validation & Outage reconciliation with ATC
- Planning BB prevention maintenance & health checkup on every sites monthly basis.
- Planning for field team for New site HOTO.
- Planning for New HOTO site for solarization from civil work to solar & power plant installation.

Energy-Coordinator

GTL Limited -Bihar

Aug-2016 – Dec-2018

- Preparation of daily Diesel reco outage (for fund deduction) and reconciliation of Petro cards v/s actual requirements on daily basis.
- Collection and submission of daily purchase invoice/cash memo from Petrol Pump through Technicians / Diesel Fillers.
- Collection of Diesel logsheets from technicians and verification of DG run hours, DG CPH, EB unit, consumption and operation count.
- Tracking of Extra diesel consumption against EB availability / disconnection & Natural climates
- Data preparation for EMA signoff with Aircel & internal signoff with GIL.
- Monthly Diesel rate signoff OPOC wise
- Monthly signoff from Petrol Pump on no credit left.
- Making various data on daily basis e.g- Beat plan, Petro card swapping, Diesel filling tracker, Diesel fleet card management, Diesel Transportation Conveyance of sites.

MIS-Coordinator

Team Sustain Ltd. – (Bihar & Jharkhand)

Dec-2014 – Apr-2016

- Making Signoff(Service Invoice data monthly wise & validate it with ATC.
- Tracking DG PM & rectification work co-ordinate with vendor to make sure
- Updating Infra status(Battery, Solar &DG) & co-ordinate with project team to do rectification.
- Verifying all Vendor bill of DG PM & DG rectification, consulting with respective CE
- Updating HOTO status co-ordinate with field team & ATC CE/CI to complete HOTO as targeted
- Taking all alarms regarding site outage from ATC OPOC OMCR,TSL Help desk & TSL NOC 24*7
- Co-ordinate with field team to clear all outage & make sure to close outage at MTTR
- Updating O&M Mapping list

Date :-

Signature:-

Place:-