

## **Covering Letter**

Dear Sir / Madam,

I have done 5 year Dual Degree B.Tech in Mining Engineering with MBA in Finance and Marketing, working in Adani Group & taking care of Business Development & Contract Administration for Coal Mining business.

My current key responsibilities include, but are not limited to evaluation of new MDO tenders, to ensure contractual compliance of contracts both operationally and financially, review of annual business plans and growth strategies, monitoring and minimize the Penalty of existing Mining Contracts, to maximize Revenue and Profitability of existing Mining Contracts.

I consider myself having progressive professional poised to contribute in an organization using most current technologies and collaborative brainstorming strategies.

I want to pursue a career in a company where my managerial & inter-personal skills can be utilized to achieve the objectives of the organization & which provides me an opportunity of continuous learning. I am a hard worker and learning is my ultimate goal.

**METTA MANOJ KUMAR**Mob: +918920964466 | [manojmetta369@gmail.com](mailto:manojmetta369@gmail.com)

Male, 24 years, Languages: English, Hindi, Telugu

Current Location: Gurgaon, India

**ACADEMIC BACKGROUND**

Year	Qualification	Institution / University / Board	Subjects	CGPA / %
2017	B.Tech & MBA	Indian Institute of Technology (Indian School of Mines), Dhanbad	Mining Engineering, Finance and Marketing Management	7.87
2011	Intermediate/+2	Board of Intermediate Education, Andhra Pradesh	Maths, Physics and Chemistry	94.9%
2009	Matriculation	Andhra Pradesh Higher Education Board	General	94.16%

**Current Employment**

Adani Group	Assistant Manager - Corporate Office - Gurgaon, India.	12 <sup>th</sup> June'17 - up to Present Time
Description	<ul style="list-style-type: none"> <li>❖ Post Award Contract Administration for <ul style="list-style-type: none"> <li>❖ Parsa Kente Collieries Ltd. (JV of RVUNL and Adani Enterprises)</li> <li>❖ Rajasthan Collieries Ltd. (JV of RVUNL and Adani Enterprises)</li> <li>❖ Gare Pelma III Collieries Ltd. (MDO contract between CSPGCL and Adani Enterprises)</li> </ul> </li> <li>❖ Pre and Post Award Contract Administration for <ul style="list-style-type: none"> <li>❖ Talabira Odisha Mining Private Ltd. (MDO contract between NLCIL and Adani Enterprises)</li> </ul> </li> </ul>	
Responsibilities	<ul style="list-style-type: none"> <li>❖ <b>Pre &amp; Post Award Contract Management:-</b> <ul style="list-style-type: none"> <li>➢ Assess Contractual Risks and device strategies for Risk Mitigation for Upcoming New Projects.</li> <li>➢ Continuous monitoring and reporting of financial performance of business on periodic basis.</li> <li>➢ Drafting various commercial / strategic / technical correspondences, NFAs, presentations for senior management, analysis of various MDO contracts and fulfill contractual obligations.</li> <li>➢ Preparation of Board agenda, notes, analysis and providing commercial / strategic inputs in contractual issues of various MDO contracts.</li> <li>➢ Create &amp; Monitor MIS for fulfillment of contractual obligations as per timelines provided by MoC/ Owner for various MDO contracts.</li> <li>➢ Conduct special reviews on projects on need basis.</li> <li>➢ Prepare correspondences for dispute resolution as per Contract and Law for various MDO Contracts.</li> <li>➢ Facilitate business in setting performance measures through insights and outside-in perspectives.</li> </ul> </li> </ul>	

**VOCATIONAL TRAINING (DURING ENGINEERING)**

Singareni Collieries Company Ltd.	PSU	42 days
Description	Vocational Training during Summer Vacation	
Learning	Project on Time Study of HEMM. Also witnessed various Opencast Mine workings and Equipment.	
Manganese Ore India Ltd.	PSU	42 days
Description	Vocational Training during Summer Vacation	
Learning	Witnessed Conventional Cut and Fill method of stoping in a semi-mechanised mine	

**VOCATIONAL TRAINING (DURING MBA)**

Coal India Ltd.	PSU	42 days
Description	Vocational Training during Summer Vacation	
Learning	Study of Marketing and Promotional activities and their Evaluation.	

**ACHIEVEMENTS**

- ❖ Cleared IIT-JEE in top 3% of all attempted with an All India Rank of 3583(OBC).
- ❖ Obtained an All India Rank of 876 and State Rank of 98 in AIEEE for B.Arch in 2012.
- ❖ Recipient of Pratibha Award for Academic Excellence from the Govt. of Andhra Pradesh.

## SKILLS

- ❖ Communication Skills
- ❖ Attention to detail
- ❖ Analytical and Problem Solving skills
- ❖ Self-motivated with a willingness to take initiatives with a strong work ethic

## COMPUTER & SOFTWARE KNOWLEDGE

- ❖ MS Office.

## POSITIONS OF RESPONSIBILITY

- ❖ Class Representative in MBA.
- ❖ Member of Kartavya, NGO run by students and alumni of IIT(ISM).
- ❖ President of South Indian Cultural Association, IIT(ISM).

## EXTRA-CURRICULAR ACTIVITIES

- ❖ Hosted South Indian Cultural Fest, PRAGNA-2014.
- ❖ Member of National Sports Organization (NSO).

**Current Salary:** 7.5 Lacs per Annum (Fixed) + 10% variable

**Expected Salary:** Negotiable.