CHINKI

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Working Experience
Total Exp. 11 years

Contact Details
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Career Objective

Aim to seek an enterprise management position in a challenging work environment, wherein I can utilize my skills and knowledge for the overall growth of the enterprise and enrich my learning abilities and experience in the related field.

Skills and Competencies

- Possess technical proficiency and its application process
- Have good leadership skills and the ability to handle team/s
- A fluent communicator (read, write and speak) with strong interpersonal ability
- Good and prompt decision maker with a flair of solving problems effectively
- Ability to work in a cross-functional work place (in terms of the work associated and the resources involved)
- A self-driven individual with strong analytical thinking capacity

Professional Qualification

MBA in Project Management from Sikkim Manipal University

> Secured **81%** in aggregate during session **2011-2013.**

Technical Qualification

B.E. in Electronics & Communication with **honors** from SBMN Engineering College, Rohtak.
> Affiliated to Maharishi Dayanand University, Rohtak.
> Secured **74%** in aggregate during session **2002-2005.**

Diploma in Electronics & Communication from Govt. Polytechnic, Faridabad.
> Under State Board of Technical Education, Haryana.
> Secured **67%** in aggregate during session **1998-2001.**

Work Experience:

Organization: Velocis Systems Pvt. Ltd.
Duration: From May 2018 – Till Date
Designation: Team Lead
Role: Project Management

Work Profile:

1. Coordination and completion of all assigned projects on-time, within scope and within budget.
2. Execute multiple projects parallel and attention to detail.
3. Manage changes to the project scope/ schedule/ costs.
4. Ensure resource availability and allocation.

5. Measure and track project performance of the projects.
6. Create and maintain comprehensive project documentation.
7. Report and escalate to management as needed.
8. Establish and manage relationship with all stakeholders including third parties/ vendors.
9. Interact with professionals at all levels and communicate recommendations.
10. Coordinate with change management, communications, and learning teams throughout all phases of deployment.
11. Manage relationships workstreams, ensure timely reporting of milestone and dependency status, as well as monitor risks and issues to escalate if required.
12. Generating reports of work, on daily, monthly basis to keep the stakeholders updated.
13. Demonstrates a working understanding of both quality assurance and software development processes and methodologies, with the ability to share knowledge with peers, development and QA groups, and project team members.

Projects Managed:
➢ The President of India, The Vice President of India, Ministry of Home Affairs, Ministry of Parliamentary Affairs, Directorate General of Foreign Trade, National Human Rights Commission, Central Vigilance Commission, Department of Land Resources, Ministry of Civil Aviation, Ministry of Earth Sciences, Department of Consumer Affairs, Department of Pharmaceuticals, Ministry of Jal Shakti, Ministry of Justice, Ministry of Law & Justice etc.

Previous Experience:
Organization: Rich purple Interactive Pvt. Ltd.
Duration: From February 2015 to April 2018.
Designation: Project Manager
Role: Projects Handling

Work Profile:
1. Co-ordinate with different Stakeholders.
2. Overlook the technologies, tools and techniques used within the team. For eg. PHP, Drupal, Wordpress, Bitbucket etc.
3. Work closely with all stakeholders on issues related to design and requirements.
4. Using all knowledge and skills in projects to deliver the desired results.
5. Constantly upgrading skills and knowledge about the industry & technical skills through team support and self learning.
6. Ensure that development standards, policies and procedures are adhered to.
7. Drive change to implement efficient and effective strategies.
8. Gain enough process knowledge to be able to actively participate in specifying the solutions.
9. Ensure that all software developed within team satisfies the Stakeholders requirements as specified.
10. Ensure that projects are accurately estimated and delivered to schedule.
11. Assess project issues and identify solutions to meet productivity, quality and customer goals.
12. Actively contribute to the process of continual improvement, with regard to self, team and systems.
13. Having good experience of Project Management tools like Freedcamp & task Management tool like Wunderlist.
14. Manage customer manager expectations and enhance relationships to establish successful project management.

Projects Managed:
➢ The Coca Cola Company's Coke2 Home, Pernod Ricard India, Vendor Enlistment Portal of NTPC, PartsWorld USA, Honasco, Fixax, Greenmiles, USA Summer School,

Talbros, Chillbikes, The WildPrints, The Guardbook, Adete Roshni, Green Arrows, MSG Facility, Tannus Tyres, JusticeShirts etc.

Previous Industrial Experience:
Organization: Maffick Instruments (NI Alliance Partner)
Duration: June 2005 to August 2011.
Designation: Project Engineer.
Role: Projects Handling
Environment: LABVIEW

Work Profile:
- ➢ Develop Software Programs using LABVIEW as an independent Engineer including understanding requirements from customers & giving Presentation of Simulated solutions to cut down the Development time by freezing the specifications in the early phase of design.
- ➢ Gather all necessary information from the stakeholders.
- ➢ Working with cross-functional project teams, from task assignments and follows up to ensure on-time completion.
- ➢ Conducts regular project reviews and communicates the status of projects in both formal and informal settings. Responsible for knowing and communicating a project's status throughout project lifecycle.
- ➢ Tender Management. Assist organizations in their project work.
- ➢ Present simulated solution in Electricity Board using C-DAQ. Developed projects using NI DAQ card, Serial Port & USB Port with Modbus Communication.
- ➢ Prepare simulations for 8085, 8086, 8051, Ohm's law etc. for practical purposes in colleges. Assembly Language Programming for 8085, 8086, 8051.

Projects Managed:
- ➢ Elinco GV Data Logger, Diesel Engine Test Rig, Petrol Engine Test Rig, Simulation of 8085. 8086 & 8051 Educational Kit, SASE data logger etc.

Personal Details
Name:	Chinki
Date of Birth:	04-July-1982
Address:	House No. 192, sector 10A, Vasundhara, Ghaziabad.
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	chinki_engineer123@yahoo.com
Nationality:	Indian
Sex:	Female
Languages Known:	English, Hindi & Punjabi

Place: Vasundhara, Ghaziabad   **(Chinki)**