

## **Curriculum Vitae**

### **Personal Information:**

Sabnam Kalita

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Total Work Experience- 6 years

### **Work Experience –**

***Satkarya Welfare Institute-An Initiative by Saera Auto Pvt. Ltd  
Project Manager, (July 2024- Present)***

#### **Roles and Responsibilities-**

- Coordinating with Civil Contractor, Architect and Interior Designer and looking after the construction of the institute
- Demonstrated ability to plan projects from inception, including defining project scope, goals, and deliverables.
- Managed project resources effectively, including budgeting, procurement, and allocation of human resources.
- Created and maintained project timelines, ensuring projects are completed on schedule.
- Developing courses and training modules for the upcoming session.

***Phoenix Expovent, Noida***

***International Marketing***

***Coordinator (January – June 2024)***

#### **Roles and Responsibilities-**

- On boarding various industries especially real estate award ceremonies and exhibition to showcase their projects and coordinate in dealing with their customers.
- Mostly handled international events especially for Dubai and South Korea.
- Preparing the concept note on various companies ESG initiatives and presenting on the seminars.
- Sending event requests to hotels or venues, and collecting availability and pricing information and forwarding quotes to department heads for approval and final selection.
- Managing vendors to ensure seamless event execution, including handling payment processing.
- Managed all Events, Conferences, Off sites, and Town Halls while adhering to government safety and social distancing guidelines.

***All India Institute of Local Self Government, New Delhi Senior  
Project Officer –***

***Energy Conservation Building Code, (March 2020– October 2023) –***

#### **Roles and Responsibilities-**

- Monitored and evaluated the effectiveness of capacity-building initiatives to ensure that resources are invested wisely and that programs are continuously refined to meet evolving needs.
- Collaborated and coordinated with different stakeholders, stakeholder consultation including employees at all levels, management teams, and external partner to build effective communication and building relationships.
- Collaborating with architects, engineers, and construction teams to integrate green building principles and practices into design and construction phases.

***Jal Jeevan mission (March 2021– October 2023)***

**Roles and Responsibilities-**

- Collaborated with the Department of Drinking Water & Sanitation under the Ministry of Jal Shakti to facilitate Level 1, 2, and 3 Capacity Building Training program.
- Engaging in Business Development activities, including the preparation and submission of proposals for conducting State- level training programs.
- Participating in the preparation and finalization of training agendas and session modules in close consultation with the State Department to ensure alignment with training objectives.
- Identifying qualified trainers and overseeing the on boarding process, including contract preparation and other necessary procedures.
- Compiling comprehensive Post-Training Reports for all conducted training sessions, managing invoice generation, and handling the Utilization Certificate process

***Implementation of GIS Based Master Plan of Haridwar 2041, (September 2019- February 2020)***

***Project Officer***

**Roles and Responsibilities-**

- Integration of GIS tools using Arc GIS, Q GIS for various map generation like main congestion points, river banks, residential areas etc and R studio for statistical analysis for large excel sheets received from various departments.
- Working closely with various department government departments like agriculture, forest, health, water etc for primary data collection and analyzing using GIS techniques for map representation.
- Prepared Bidding documents and proposals for new tenders.

***JM EnviroNet Pvt. Ltd- (January 2019 – July 2019)***

***Environment officer***

**Roles and Responsibilities-**

- Developed Environment Impact Assessment Report.
- GIS based analysis for Land Use and Land Cover change assessment
- Supervised the baseline monitoring in the core parts of India
- Reporting of environment compliance monitoring of industrial sites and Client Liaisoning
- Presented in MoEFCC, New Delhi
- Assisted in Environmental auditing (cement factory, limestone mine and synthetic fiber units)

**Education:**

University/College	Year	Degree
TERI School of Advanced Studies	2018	M.Sc.in Geoinformatics & Remote Sensing
Nowrojee Wadia College, Pune University	2015	M.A Geography-Population Studies
Nowrojee Wadia College, Pune University	2013	B.A (Hons.)Geography
Shrimanta Shankar Academy(CBSE)	2011	Senior Secondary

**Certification:**

❖ **Introduction to ESG**

Certification number: 86464853

URL:<https://credentials.corporatefinanceinstitute.com/1693d14c-5be2-4850-a619-a8cf8a8a11d3>

**Extra-Curricular Activities:**

- Part of the organizer team for 6th Asian Cities Summit organized by All India Institute of Local Self Government along with NIUA.
- Organizer team at the International Conference on Urban Geoinformatics organized by TERI University in 2017.
- Attended GNSS Training Program conducted at Asian Institute of Technology, Thailand (23<sup>rd</sup> -6<sup>th</sup> January 2018).

**Skills:**

**Software skills:** MS office suite, GIS Softwares.

**Other Skills:** Strong Interpersonal Skills, Excellent Organizational Skills, Team Player, Research and analytical skills, Proactive, Effective Communication, Time Management, Field Visits.

**Languages:** English, Hindi, Assamese, Bengali, Nepali.

**References:**

\*\*Available on request.