

CURRICULUM VITAE

ARAMBH SRIVASSTAVA - (JUNE28, 1991)

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Total Professional Experience- 6 years 11month (Approx. 3 Year Ex. Of Sustainability, Research, Planning & Implementations, 4 years Ex. Of Organization Management or Quality Assessment and Inbound sales & Relationship.

SKILLS

- **Project management, Sanitation Initiatives/Programs**
- Capacity Building of stakeholders.
- **On-field Assessment**
- **Research Development on Circular Economy/ sustainability.**
- Provide leadership to the production floor that promotes a positive work environment and delivers reliable, consistent and **Profitable Results.**
- Good working knowledge in Lean **Manufacturing Techniques and quality standards.**
- Knowledge of **financial concepts** applicable to manufacturing, including budgeting and cost controls.
- Excellent listening skills with the ability to size up situations in order to resolve conflict and solve problems with both people and processes.
- **Flexibility** to respond quickly to changing business demands and the ability to assess priorities and act decisively on complex issues.
- Maintain appropriate staffing levels in all areas of production and adjust as necessary for drops and spikes in sales to ensure profitability.
- Excellent communication skill with the ability to deliver effective presentations at all levels.
- **Inspection Planning** for Projects & Strategy and Programmed Support as well.
- MS OFFICE.
- **Technical Analysis, Fundamental Analysis, Equity Research Analysis and DCF Valuation Skills.**

1. Quality Council of India, New Delhi

10/12/18 – Present

Incumbent- Senior Analyst

Brief Profile of Quality Council of India:

- QCI is governed by a Council comprising of 38 members including the Chairman and Secretary General. The Council has an equal representation of Government, Industry and other Stakeholders.
- The Mission of QCI is to lead nationwide quality movement in India by involving all stakeholders for emphasis on adherence to quality standards in all spheres of activities primarily for promoting and protecting interests of the nation and its citizens.

Research Analyst (Planning & Implementations)

Projects

- Project – Capacity Building of Madhya Pradesh ULB's | **Ministry of Housing and Urban Affairs (MoHUA)**
 - Trained 96 wards of 5 ULB's in district Datia in better understanding of the Swachh Survekshan 2019 toolkit.
 - Helped ULB's in Completing the documentation work, assessment with respect to parameter's set by MoHUA for Swachh Survekshan 2019.
- Project–Google Toilet Latr|Ministry of Housing and Urban Affairs (**MoHUA**)

- Collaborated with Swachh Bharat Mission Units of states like Chhattisgarh, Jharkhand, Punjab, Manipur
 - Managed and Controlled the operations by training 50 assessors of different ULB's
 - Prepared root plans for assessor's by coordinating with ULB's nodal officer's.
- **Project–Internal Consultation Project| Project Planning and Implementation Division (PPID)**
 - Institutionalizing PPID by building a talent strategy for PPID
 - Prepared questionnaire for structuring PPID
 - Interacted with 15 Project Managers, 15 Project Associates and 15 Junior Associates to change the existing system for betterment of PPID.
 - **Project - School Development Index | Delhi Commission for Protection of Child Right (DCPCR) (NABET)**
 - Comprehensive Evaluation of 5300 schools of Delhi to ensure the system level accountability norms laid down in RTE Act.
 - Managed 10 assessor's team on ground.
 - Ensured the schematic behavior of Right to Free and Compulsory Education ACT (RTE) are implemented with target audience.
 - **Project – Report Preparation (NABH) and (NABL)**
 - Prepared approx. 120 reports through secondary research.
 - Quality check of approx. 200 reports.
 - Ecosystem Management.

ACHIEVEMENTS AND REWARDS

- Prepared 96 wards of 5 ULB's in locale Datia in better comprehension of the Swachh Survekshan 2019 toolbox.
- Overseen and Controlled the activities via preparing 50 assessors of various ULB's in Google Toilet Locator.
- Thorough Evaluation of 5300 schools of Delhi to guarantee the framework level responsibility standards set down in the RTE Act in School Development Index.
- Created organizational growth framework for Project Planning and Implementation Division of QCI.
- **Received Award & appreciation letter from all the ULBs in Datia District.**

2. STINMRC (Total Solutions)

01/05/17– 30/11/18

Incumbent: Project Associate/ Operations Manager

Brief Profile of Mystery Shopping Company:

- An ISO 9001:2008 Certified Company.
- One of the largest and growing Mystery Shopping Company in India.
- Has a major national/international client (**in Pan India and U.S.A, Dubai**).

Key Responsibilities:

- Generating reports through on daily, weekly and monthly basis for respective clients.
- Maintaining the required metrics of the process and trying to exceed parameters.
- Arranging regular team meetings for the day to day activities and taking feedbacks.
- Handling escalations from the auditors and assisting them.
- Generating Performance reports of the Team.
- Creating Training Manuals and assisting senior manager on portal up gradation including uploading checklist, creating the rules.
- I have knowledge about quality and quantity process
- Conducting Reviews & Performance Appraisals
- Keeping Operations up to date with client policies and procedures
- Client Relationship Management and internal coordination.
- Preparing the client billing

- Working on Client PPT's and Excel Consolidations including monthly compilations of the reports.

Reward and Recognitions:

- Received Award & appreciation latter from Chairman of the company.
- Got the Employee of the year Award.

3. Kartikey Transmission Products Pvt. Ltd. (Baddi, H.P.)

18/02/13– 17/04/17

Incumbent: Manager (Admin)

Brief Profile of KTP Pvt. Ltd.:

KTP is engaged in the business of manufacturing and selling **Copper Wires** and Cables and fast moving electrical goods ("FMEG") under the "**KTP**" brand.

Key Responsibilities:

- Provides direction, ensures resources and manages programs to ensure the plant's safety and environmental performance to meet established goals
- Improve and develop organizational capabilities through effective performance management and planning/utilization of human and capital resources
- Lead and coach Operations Managers, guiding them in current positions and assisting with career development and training
- Identifies development opportunities and provides subordinates opportunities to meet career development plans
- Provide the direction and leadership to develop and promote a Lean/Sigma continuous improvement culture within Manufacturing
- Ensure clear direction, performance goals, job profiles and job expectations are established for all Team Members
- Provide leadership in the areas of staff selection, training and development, facility planning and construction, process, and procedure implementation.

EDUCATION

- **MBA –FINANCE** from **Professional Institute of management & Technology**
- **CFRA- CERTIFIED FINANCIAL RESEARCH ANALYST** from **Magnum Edu Corporate- (A CRISIL RATED & MSME REGD INSTITUTE.)**
- **AFM - (Advanced Financial Management)** from **XLRI**
- **CFP- Pursuing** (Last module has been left only)

“There are three qualities that make someone a true professional. These are the ability to work unsupervised, the ability to certify the completion of a job or task and, finally, the ability to behave with integrity at all times.”

ARAMBH SRIVASSTAVA