

# Deepshikha Ahlawat

Noida, UP, India 

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deepshikha199127@gmail.com 

Successful Post Graduate with work experience of 2+ yrs,(100MW+) projects. Seeking for assignments related to Project Management with an opportunity for professional challenges to grow the Organization and self.

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## Experience

MAY'2016 – PRESENT

**Senior Engineer-Execution (Project Planning) /**  
Jakson Engineers Limited, Noida

### Overall Project Planning - Roles & Responsibilities

Project Scheduling, Controlling, Micro Planning, Resources Planning, Invoicing, Daily Progress Monitoring for Work Progress, Commercial Issues and Administration.

- Scheduling: Development of Base-Lined Schedule using the Microsoft Projects (MSP).
- Preparation of Weekly, Monthly & Three Months look-ahead Schedule. Updating actual Progress and all related information & comparison analysis.
- Tracking of the Purchase Orders and sending expeditors at appropriate intervals for ensuring the receipt of material well on time.
- Preparing cash flows and adhering the same by ensuring timely delivery of material and Interfacing with the site manager and clients for raising invoices and releasing payments against monthly RA Bills.
- Responsible for management of Contractors, Local Purchases, Commercial including approvals .
- Keeping inventory of machines, spare parts, equipment, and materials.
- Maintaining proper communication and relationship with Clients and Vendors.
- Preparation and Submission of all necessary contract closure documents including Operational and Manual Maintenance, as built drawings for hand over.

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## Projects Undertaken-

- **Current ongoing project-**  
**20MW Clean Solar Power (Hero) Project, Karnataka.** (May'17 to present)
  - **Previous projects-**  
**65 MW NTPC Solar Power Project, Rajasthan** (May'16 to March'17)  
**30 MW GUPL Solar Power project, U.P.** (May'16 to Oct'16)
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## Skills

- Microsoft Project
- Microsoft Office
- Efficient multi-tasker
- Organized

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## Education

DEC 2015

**M.Tech- Nanotechnology** / Guru Jambheshwar University, Hisar

Score- 80%

JUNE 2013

**B.Tech-Electronics & communication** / MDU, Rohtak

Score- 67 %

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## Personal Traits

Hobby: Community service

Interest: Playing basketball , Sketching & painting

Languages Proficiency: English and Hindi

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## Personal Information

Date of Birth : 27<sup>th</sup> Aug, 1991

Father's Name : Mr. J.S. Ahlawat

Marital Status : Single

Current Address : T-802, Divine Meadows, Sector 108, Noida -201304, UP