Sweta Roshni Kindo

Female, 24

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| **EDUCATION** | | | | | | |
| **Year** | **Degree/Certificate** | **Institute/School, City** | | | | **% / CGPA** |
| 2009 | BE, Electrical & Electronics Engineering | BIT Mesra, Ranchi | | | | 76.5 |
| 2005 | Class XII | DAV Jawahar Vidya Mandir, Shyamali, Ranchi | | | | 74.6 |
| 2003 | Class X | Loreto Convent, Ranchi | | | | 91.17 |
| **PROFESSIONAL EXPERIENCE** | | | | | **20 Months** | |
| **AREVA T&D INDIA LTD.** | | | **Engineer** | **Jul 2009- Mar 2011** | | |
| Areva T&D is one of the top three global players in Transmission & Distribution of energy. It has a global presence spread across 160 countries and 40000 customers.  **Responsibilities:**   * Worked in the Systems Business Unit of Areva T&D in **Project Management domain** for turnkey projects in Transmission and Distribution. * **Project planning** using Microsoft Office Projects along with the Project Planner and tracking the project on regular basis and updating the same to **meet changing needs and requirements**. * **Identifying resources and managing & co-ordinating with all stake holders** like Engineering, Planning, Construction, Sourcing, Commercial, Vendors, Consultants and Customers etc for efficient and timely completion of project. * **Identifying critical issues** relating to the project and communicating the same to the concerned stakeholder and monitoring it until resolved via periodic action taken reports (ATR). * **Interface with customers & consultants** on regular basis for technical discussions, drawing approvals, coordination for inspection of materials & equipments, dispatch instructions and project reviews etc. * **Interface with vendors** for finalizing technical details and prices for equipments/materials. Coordinating with the customer and vendor for carrying out inspections of the materials. Ensuring proper and on time delivery of materials at site. * **Monitoring and controlling actual expenditure** against approved capital expenditure and cost reallocation in case of changes in the project. * Providing **support to Commercial & Business Team** for financial closure and to analyze project profitability post implementation.   **Achievements:**   * Worked on a quick hit project aimed at **improving the processes involved in executing turnkey projects**, which was **chosen among the top 5 projects** out of 40 to represent Systems Business of Areva T&D India at site level. * Successfully completed the **CIPM Certification from Project Management Association** in Dec-10 | | | | | | |

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| **ACADEMIC ACHIEVEMENTS** | |
| * Successfully completed Practical Training in BHEL, Bhopal to learn about the various equipments used in power transmission and distribution. | May-08 |
| * Successfully completed Vocational Training in Heavy Engineering Corp. Ltd., Ranchi which involved the study of power distribution within their factory premises. | Jun -07 |
| * Received Certificate of Excellence - Children of India Award from ICDC, India | Nov-01 |
| * Awarded Certificate of Merit for Excellence in Hindi & Consistent Work, Loreto Convent Ranchi | Mar -03 |
| * Awarded Certificate of Merit for Diligence & Excellence in Computer Studies, Loreto Convent Ranchi | Mar-02 |
| * Awarded Certificate of Merit for Diligence & Excellence in Chemistry, Loreto Convent Ranchi | Mar-01 |

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| **POSITIONS OF RESPONSIBILITY** | | |
| **Position** | **Key Achievement** | **Period** |
| Organizer for Cultural Night in BITOTSAV 2009, BIT Mesra | * Was involved in organizing and coordinating the Cultural Night in BITOTSAV 2009 (annual fest of BIT Mesra). | Feb-09 |
| Member & organizer in Electrical & Electronics Engineering Society at BIT Mesra | * Organized an Industrial Trip to TATA Steel, West Bokaro to get an idea of the production of clean coal for steel plant and learn about the various activities in energy conservation and environment & safety. | Sep-05 |

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| **EXTRA-CURRICULAR ACTIVITIES** | |
| * Volunteer for Design Team in Avenues 2011, Annual Business Festival at SJMSOM IIT Bombay * Participated in Soft Skills Enhancement Program organized by TEQIP Cell, BIT Mesra | Aug -11  Dec-07 |
| * Participated in Cultural Dance in BITOTSAV 2006 & 2007, BIT Mesra | 2006-07 |
| **OTHER INTERESTS** | |
| * Keen interest in Cooking, Swimming, Music and Reading. | |