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| **SHASHANK SHRIVASTAVA**  **Mobile- +91 982 721 4321,**  **Email-** [shashank.shrivastava17@gmail.com](mailto:shashank.shrivastava17@gmail.com) | **1993, Adarsh Chhaya,**  **Ekta Vihar, Ratan Nagar, Jabalpur-482001** |

CAREER OBJECTIVE

To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

ACEDEMIC PROFILE

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| **Education** | **University / Board** | **Year** | **Percentage** |
| Bachelor of Engineering  (Electrical & Electronics) | Rajiv Gandhi Proudyogiki Vishwavidyalaya, Bhopal | 2007 – 2011 | 64% |
| Higher Secondary School | M.P. Board, Bhopal | 2006-2007 | 69.1% |
| Secondary School Certification | M.P. Board, Bhopal | 2003-2004 | 53% |

PROFESSIONAL EXPERIANCE

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| Working as an Engineer (Project Coordinator) in Bajaj Electricals Limited EPC-BU on off role basis through Feathers Management Services.  **Designation:** Jr. Engineer (Project Coordinator)  **Duration:** March 2018 to Present.  **Current CTC:** 2.5 Lac Per Annum + Allowance.  **Notice Period:** 1 Month.  **Job Responsibilities:**   * Coordination and liaising with client (MPPTCL) related to the projects for approvals and dispatch clearances. * Proficient in securing mandatory approvals from authority in projects and commercial transactions. * Document activities via confirmation letters, follow-up letters, inspection offered and other as per contract. * Daily/ Weekly/ Monthly progress and material tracking report preparation. * Monthly/Quarterly/Yearly financial tracking report preparation. * Maintain proper communication & relationship with client. * Responsible for ensuring client satisfaction and retention. * Ensure accurate data reporting via review of site source documents to managers, controller and BU head. * First point contact to site and HO. * Co-ordination with all departments at site office/ head office. * Coordination with CPG team and SCM team for upcoming material requirement at site for execution. * Coordination with finance and treasury for targeted monthly collection plan. * Disbursement of payment according to monthly collection plan. * Assists in business development for upcoming tenders and contracts. * Responding to tenders and requests for information in a timely manner. | |
| Worked as a Planning Assistant in Larsen & Toubro Limited (ECC) – SS BU on off role basis through Apex Logistic.  **Designation:** Planning Assistant.  **Duration:** October 2017 to March 2018.  **Job Responsibilities:**   * Preparation of daily progress reports. * Preparation of monthly progress reports. * Documentation from client office for the execution of project. * Various approval from client for the execution of project. * Helps in business development. | |
| Worked in MPPTCL state electricity transmission company as Multipurpose Staff on Contractual Basis.  **Designation:** Multi-Purpose Staff.  **Duration:** November 2015 to October2017.  **Job Responsibilities**   * Preparation and upload of C - Form. * Preparation of monthly contractor bill. * Assists Executive Engineer in making Tender Document. * Drafting of various letter as drawing approval, inspection call, dispatch clearance etc. | |
| Chhattisgarh Housing Board sustain with the motto to facilitate “House for all”. It was constituted in Feb. 2004, with the aim of to provide shelter to all homeless rural families on subsidized rates and on priority basis. | |
| **Designation:** | Sub Engineer (Contractual Basis) |
| **Duration:** | July 2012 to Sept 2013 |
| **Job Responsibilities** |  |
| * Implementation of layout plan for external and internal electrification approved by executive engineer. * Erection of D.P. H.T. and L.T. Poles in Colony. * Commissioning of 11 KV line. * Supervision of electrification works. * Maintenance of electrification in society. * Preparation of monthly contractor’s bill. * Customer complaint handling. * Monthly and Weekly report preparation. | |
| **Vendor’s Handled:** | |
| * Lalwani Engineering Works, Bhilai. * Satyam Constructions, Bhilai. | |

ACADEMIC PROJECT

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| **High Voltage generation using Tesla Coil** | |
| **Type:** | Major Project |
| **Duration:**  **Description:** | 6 Months  It is a high voltage resonant transformer, used for generating high voltage between the sphere gaps. |
| **Frequency Generator** |  |
| **Type:** | Minor Project |
| **Duration:**  **Description:** | 1 Month  Device used for generating different types of frequency through one circuit, by tapping circuit mode. |

TRAINING:

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| **Organization:** | Electric Loco Shed, Nkj (Katni). |
| **Duration:** | 15 Days. |
| **Description:** | Traction System. |
| **Type:** | Industrial Training. |
| **Organization:** | M.P. Power Transmission Company Limited. |
| **Duration:** | 15 Days. |
| **Description:** | 220 kV substation at Nayagaon Jabalpur (M.P.). |
| **Type:** | Vocational Training. |

COMPUTER SKILL

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| **Operating System:** | Microsoft Windows XP, Microsoft windows 7 |
| **Application:** | Microsoft Word, Microsoft Excel, Microsoft Power Point |

PERSONAL DETAILS

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| **Date of Birth:** | 17/09/1989. |
| **Father’s Name:** | Late Mr. Kishore Shrivastava. |
| **Mother’s Name:** | Mrs. Sandhya Shrivastava. |
| **Gender:** | Male. |
| **Marital Status:** | Married. |
| **Languages Known:** | English, Hindi. |
| **Nationality:** | Indian. |

I hereby declare that all the above information is true to the best of my knowledge. Hope the above credentials will suite to your requirement in the person you are looking for.

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| Place: Jabalpur | SHASHANK SHRIVASTAVA |

Date: 28-Aug-20