**Rahul Mishra**

Plot No. 208, FF-3, Shakti Khand-2, Mob: 9891759415

Near Peepal Chowk, Indirapuram,

Ghaziabad (U.P)- 201014 E-Mail: [rahul.mishra432@gmail.com](mailto:rahul.mishra432@gmail.com)

**Seeking assignments as a Manager/Project Officer/Project Manager**

**Synopsis**

* Excellent Communicator with effective interpersonal, Client Servicing & Organizational skills.
* Highly organised and independent, able to effectively coordinate tasks to accomplish projects with timeliness and creativity.
* High energy, confident professional with an infectious enthusiasm for technology.

**Career Highlights**

**Working in AVA Systems from 21st March 2018 to Present as a Assistant Manager Operations.**

* Monitor daily operations of Vendor Management Team & Procurement Team.
* Maintaining a work flow tracker which contains the name of all the team members.
* Making entries of the project name and do the staffing of the job owner and job reviewer on the project.
* Keep an eye on the mailbox to address any new request and reply to the clients on behalf of any team member.
* Making coordination with different teams (Logistic Team, Procurement Team and Data management Team) in case the project requires input from them.
* Manage and evaluate revenue and expense reports.
* Join regular work flow meeting with senior managers and to do the work flow planning.
* At the time of appraisal, I create the data such as planned and unplanned leaves, errors made by the team members while creating the jobs and other data which plays an important role in their annual appraisal.
* Provides training to the new joiners regarding how to fill their timesheet.

**Worked in South Asian Stocks Ltd. from 21st August 2015 to 14th March 2018 as a Team Leader.**

* Assign tasks to Logistic team and assist with schedule management.
* Monitor daily operations of Logistic Team.
* Analyzing risks and opportunities.
* Acting as the point of contact and communicate to internal teams.
* Monitor working hours and plans by the use of tools.
* Monitor work progress and handle any issues that arise.
* Ensure standards and requirements are met throughout the work flow.

**Worked in Market Cube LLC Pvt Ltd from 06th June 2013 to 17th August 2015 as a Sr. Project Coordinator.**

* Making new vendors for online survey and manage their portfolio.
* Pushing sample (sending invitation link to users to take part in online surveys) in online surveys by the use of available sources.
* Invoicing of surveys after completion.
* Maintain a tracker which contains the details related to ongoing surveys
* Make entries of the project name and links which is given by the clients to us.
* Handle clients and vendor queries through emails.
* Making coordination with different teams (bidding team, panel team and project management team) for the smooth functioning of the process.
* Join regular work flow meetings with senior managers and share my ideas in work flow planning.

**Worked in Safety Plus Power Ltd from 21st April 2011 to 31st May 2013 as a Quality Analyst.**

* Using a check list to insure that all the quality parameters should be followed during the operational work.
* Monitor the work flow to measure performance and implementing the business strategic objectives.
* Always focused on providing confidence that quality requirements will be fulfilled.
* Encouraged good practices and implemented creativity for process improvement.
* Handle clients and vendor queries through emails.
* Making coordination with different teams for the smooth functioning of the process.
* Attend regular training sessions and meetings for quality improvement.

**Educational Credentials**

* MBA in Human Resource Management from Sikkim Manipal University (SMU) in 2012.
* B.Tech in Electrical & Electronics Engineering from United College of Engineering & Research, Naini, Allahabad in 2009.
* Completed 12th from U.P. Board from Government Inter College in 2004.
* Completed 10th from U.P. Board from Government Inter College in 2002.

**Summer Training & Projects Undertaken**

* 3-Months training in Automation (PLCs, SCADA, & HMI) from Dynamic Institute of Automation & Control, Noida (U.P.)
* Training for one month on Manufacturing of Distribution Transformer at AREVA T&D LTD., Naini, Allahabad.

**Extra Curricular Activities**

* Actively Participated in cultural activities as an Anchor in my College.
* Certificate in MS-Office(Advanced Excel) From Ocean Computer Centre, New Delhi.

**IT Skills**

* Good knowledge of MS-Excel and PowerPoint.

**Personal Details**

Date of Birth : 26th April 1988,

Languages Known : English and Hindi,

Gender : Male,

Status : Married,

Hobbies : Watching sports,

Permanent Address : Plot No.-208, FF-3, Shakti Khand-2, Near Peepal Chowk, Indirapuram, Ghaziabad - 201014

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Date:

Place: **Rahul Mishra**