**Summary**

A dynamic professional with 5.8+Years of experience in Management consulting/ Co-ordination/ Capacity Building/ Change Management*.* Presently associated with **Velocis Systems Pvt. Ltd as a Team Lead.**

**Professional Exposure**

**Project Implementation, Program Management, Co-ordination and Monitoring: e-Procurement Mission Mode Project of Department of Commerce: Currently associated in Project Management Unit of Department Of Commerce as Team Lead.**

* **Successfully conducted National Conference *(“India for e-Procurement”)* and Regional Conferences to expedite the process of implementation of e-Procurement in States/UTs.**
* Created all the conference related materials like Brochure *(“India for e-Procurement”)*, Leaflet for wide circulation to the participants and stakeholders.
* Presenting regular assessment reports and highlighting the issues and presenting it to senior policy makers of D/o Commerce.
* Preparing the Pan India road-map and Implementation Guidelines for States/UTs of the Project.
* Keeping in track of the project funds and monitoring at regular intervals.

**Capacity Building & Change Management- e-Procurement of D/o Expenditure& NIC:**

* As a part of Capacity Building and Change Management initiatives of the project, various live demonstrations, presentations, seminars, classroom sessions etc were successfully conducted in Central Government Ministries/Departments, PSUs, Autonomous bodies, attached and subordinate offices.
* Spreading awareness about GePNIC to the Senior Policy makers and Bureaucrats of Central Government Ministries/Departments and explaining them about mandates by DoE.
* Successfully conducted capacity building and change management workshops at D/o Expenditure, Planning Commission, MoH&FW, NACO, NTPC, BHEL, SSB-Delhi etc.

“NH Info Media Ltd, Noida” from Dec’10 till Apr’11 as Management Trainee

* Providing Induction & Orientation programs to new joiners in the organization.
* Organizing Soft Skill Training and other learning and development sessions for employees.
* Analysis on attrition rate of the company for the (then) current fiscal year and suggestion of retention strategies.
* Conducted **Exit Interviews.**

***“TexcoSoftware Pvt.Ltd.” from March ’07 till July’08 as “Software Developer”***

* Worked on Microsoft SQL Server 2000 – Running SQL Queries
* Direct interaction with Clients
* Responsible for Documentation of the project

**Certification**

Certified Professional in Public Procurement (Certified by World Bank).

**Projects Undertaken**

1. **”A study on the attrition and retention of employees at NHIL”—Dissertation report.**

This project report comprises of attrition rate prevalent in NHIL.I have suggested some tools and strategies to retain employees.

1. **”Importance of HR in setting up of a new organisation” –Summer Internship Report in Adobe Systems Incorporated.**

This project study aimed at identifying various laws and HR registrations mandated by government, which a new IT establishment has to go through during the initial phase of settlement.

1. **“Recruitment process of HCL Technologies**”**.** This project is based on different sources of recruitment and selection which are followed by HCL TECHNOLOGIES.

**Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE/DEGREE** | **UNIVERSITY/BOARD** | **%** | **YEAR** |
| MBA Dual degree(Marketing &HR) | Amity University, Noida. | 7.79 (CGPA) | 2009-11 |
| B.Tech(CS&E) | GNIT (UPTU), Greater Noida. | 65 | 2003-07 |
| Intermediate | AHGRS (ISCE), Ranikhet. | 69 | 2002-03 |
| High School | St.Joseph’s Senior Secondary School (CBSE). | 73 | 2000-01 |

**Achievements/Accolades**

1. One of the organizers in various functions and events in AMITY like quiz, farewell, mock interviews etc.
2. Participated in organizing committee in “INBUSH’10 -International Business Horizon”.
3. Have been student co-ordinator in Industry Interaction Cell of my batch.
4. Awarded as “Best Student in HR”.
5. Awarded as “Best Student in Behavioural Sciences”.

**Personal Information**

|  |  |
| --- | --- |
| Father’s name: | S. Satwant Singh. |
| Marital status: | Married |
| Language: | English, Hindi, Punjabi |
| Gender: | Female |
| Correspondence Address: | F-6, Sector-12, Noida. |