###### **Ankit Arya** [ankitarya\_19@yahoo.co.in](mailto:ankitarya_19@yahoo.co.in)

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##### Profile Snapshot

* I have ~8.4 years of experience in Project Management, Project Planning & Execution from start to end. Engg surveys. Vendor Management, Customer management, Project implementation Designing, Site Survey and Acquisition.

##### Work Experience: PHASI THAN LWIN ZWEKAPIN PUBLIC Pvt Ltd *Dec‘15 – Till Date*

**Assistant Manager**

**Roles & Responsibilities**

**Project: - Telenor (Yangon Myanmar)**

* + Providing project planning, scheduling and control services for the proposal, development and execution phases of projects and programs.
  + During early phase of the project/program, supports the Project Management Team in developing the execution plan for the scope of work.
  + Complete ownership of Project Communications and Customer Reporting including publication of Project Status and Progress Reports for the circle.
  + Complete ownership of MS Operation and Customer Reporting including publication of MS Operation Status and Progress Reports for the circle.
  + Coordination with Circle for the employee issue related Salary and reimbursements.
  + Negotiate with vendors in line with approved negotiation strategy and finalize.
  + Invoice verifying of all employee salary, reimbursements, rental car, material and assets of respective Agency.
  + Responsible for preparing MOM for customer meeting as well as internal meeting. Also key user to close the open action point highlighted in MOM.

##### Work Experience: Alcatel Lucent India Pvt Ltd *Sep‘15 – Till Date*

**Assistant Manager**

**Roles & Responsibilities**

**Project: - Uninor (Gurgaon)**

* + Providing project planning, scheduling and control services for the proposal, development and execution phases of projects and programs.
  + During early phase of the project/program, supports the Project Management Team in developing the execution plan for the scope of work.
  + Complete ownership of Project Communications and Customer Reporting including publication of Project Status and Progress Reports for the circle.
  + Complete ownership of MS Operation and Customer Reporting including publication of MS Operation Status and Progress Reports for the circle.
  + PR creation of all Resource, Vehicles, Asset, Tools and Equipment.
  + Reconciliation of vendor payment circle team and SAP database.
  + Compile and circulate day to day database SAP in Mars portal information to various clusters.
  + Coordination with Circle for the employee issue related Salary and reimbursements.
  + Negotiate with vendors in line with approved negotiation strategy and finalize.
  + Invoice verifying of all employee salary, reimbursements, rental car, material and assets of respective Agency.
  + Responsible for preparing MOM for customer meeting as well as internal meeting. Also key user to close the open action point highlighted in MOM.

##### Work Experience: Zamil Infra Pvt Ltd *Nov ‘14 – Aug ‘15*

**Assistant Manager**

**Roles & Responsibilities**

**Project: - Ncell (Kathmandu)**

* + Looked for 50 Sites of FTK.
  + Active participation in Project Roll-Out Planning with PM for proper execution of project.
  + Providing support to implementation, logistics, planning & infra team for smooth operation of project.
  + Preparation of all type of presentation and reports for corporate meetings.
  + Responsible for **PAC Sign off.**
  + Responsible for **Site Offering Process (RFI)** by IP Vendor.
  + Responsible for **WCC Sign off.**
  + Responsible for tracking of vendor PO’s.
  + Co-ordination with Team for site survey, site acquisition, Designing and Lease contract BTS installation and commissioning etc.
  + Co-ordination with Site Owner for any Query and try to resolve the Issue
  + Over All Responsible for clear the all Punch Point for new RFI Offered Site.
  + Motivating team members to perform at highest energy levels.
  + Arrange the vendor for civil work.
  + Arrange the weekly meeting and discussed about planning for complete the site with Customers
  + Checking the all standard drawing like tower design, foundation design, pole design, shelter foundation, and take the approval from customer.
  + Support the implementation team to understand the design and site layout
  + Responsible for preparing MOM for customer meeting as well as internal meeting. Also key user to close the open action point highlighted in MOM.

##### Work Experience: Anhui Telecommunication Pvt Ltd Jan ‘13–Oct ‘14

**Assistant Manager**

**Project Handled**

* **NSTPL (Kathmandu) Feb ’14 – Oct ‘14**
* **Smartell (Kathmandu) Dec ’13 – Jan ‘14**
* **ZTE (Kathmandu) Sep ’13 – Nov ‘13**
* **Hello Nepal (Kathmandu) Jan ’13 – Aug ‘13**

**Roles & Responsibilities**

* + Looked for 200 Sites of FTK (Including all Project).
  + Co-ordination with Team for site survey, site acquisition, Designing and Lease contract BTS installation and commissioning etc.
  + Checking the all standard drawing like tower design, foundation design, pole design, shelter foundation, and take the approval from customer.
  + Support the implementation team to understand the design and site layout
  + Arrange the vendor for civil work & Electrical work & Survey work Etc.
  + Arrange the weekly meeting and discussed about planning for complete the site with Customers
  + Co-ordination with Site Owner for any Query and try to resolve the Issue
  + Responsible for tracking of vendor PO’s
  + Responsible for **PAC Sign off.**
  + Responsible for **Site Offering Process (RFI)** by IP Vendor.
  + Responsible for **WCC Sign off.**
  + Responsible for preparing MOM for customer meeting as well as internal meeting. Also key user to close the open action point highlighted in MOM.
  + Providing support to implementation, logistics, planning & infra team for smooth operation of project.
  + Motivating team members to perform at highest energy levels.

##### Work Experience: Zamil Infra Pvt Ltd Jul ‘10 – Jan ‘13

**Sr Engineer Nov ‘12 – Jan ‘13**

**Roles & Responsibilities**

**Project: - NSTPL (Kathmandu)**

* + Looked for 150 Sites of FTK.
  + Responsible for all lease contract for Sites
  + Responsible for all TSSR (Technical Site Survey) for Sites
  + Responsible for all SAR (Site Acquisition Survey) for Sites
  + Preparation of all Progress report in daily basis.
  + Checking the all standard drawing like tower design, foundation design, pole design, shelter foundation, and take the approval from customer.
  + Checking the all Documentation for Site acquisition.

**Team Lead (Site Acquisition) Jan ‘11 – Oct ‘12**

**Roles & Responsibilities**

**Project: - ZTE (Kathmandu)**

* + Looked for 120 Sites Acquisition.
  + Responsible for all lease contract for Sites
  + Responsible for all TSSR (Technical Site Survey) for Sites.
  + Responsible for all SAR (Site Acquisition Survey) for Sites
  + Making all required design for sites.

**Team Lead (Site Acquisition) Oct ‘10 – Dec ‘10**

**Roles & Responsibilities**

**Project: - Huawei (Pokhara)**

* + Looked for 60 Sites Acquisition.
  + Responsible for all lease contract for Sites
  + Responsible for all TSSR (Technical Site Survey) for Sites.
  + Responsible for all SAR (Site Acquisition Survey) for Sites
  + Making all required design for sites

**Cad Eng (Site Acquisition) Jul ‘10 – Sep ‘12**

**Roles & Responsibilities**

**Project: - Mero Mobile (Kathmandu)**

* + Looked for 250 Sites Acquisition.
  + Responsible for all lease contract for Sites
  + Responsible for all TSSR (Technical Site Survey) for Sites.
  + Responsible for all SAR (Site Acquisition Survey) for Sites
  + Making all required designs for sites.

##### Work Experience: SS. Telecommunication Pvt Ltd Nov ‘09 – Jun ‘10

**Cad Eng (Site Acquisition) Apr ‘10 – Jun ‘10**

**Roles & Responsibilities**

**Project: - Mero Mobile (Kathmandu)**

* + Looked for 250 Sites Acquisition.
  + Responsible for all lease contract for Sites
  + Responsible for all TSSR (Technical Site Survey) for Sites.
  + Responsible for all SAR (Site Acquisition Survey) for Sites
  + Making all required designs for sites.

**Cad Eng Jan ‘10 – Mar ‘10**

**Roles & Responsibilities**

**Project: - Aircel Project (Jammu Ericsson)**

* + Looked for 85 Sites Acquisition.
  + Responsible for all TSSR (Technical Site Survey) for Sites.
  + Responsible for all SAR (Site Acquisition Survey) for Sites
  + Making all required designs for sites.
  + Doing sites survey

**Cad Eng Nov ‘09 – Jan ‘10**

**Roles & Responsibilities**

**Project: - Mero Mobile (Kathmandu)**

* + Responsible for all TSSR (Technical Site Survey) for Sites.
  + Responsible for all SAR (Site Acquisition Survey) for Sites.
  + Making all required designs for sites.

##### Work Experience: Tics.(Telecom infrastructure consultancy service) Jul ‘07 – Oct ‘09

**Team Co-Ordinater Feb ‘08 – Oct ‘09**

**Roles & Responsibilities**

**Project: - IBS Project (Gurgaon Ericsson)**

* + Making IBS designing as per sites.
  + Visiting sites with Survey team for Cabling calculation
  + Checking all the Documentation for Survey.
  + Submission all the report or Documentation to Customer.

**Team Co-Ordinater Nov ‘07 – Jan ‘08**

**Roles & Responsibilities**

**Project: - BSNL Mega Project (Bhubaneswar Ericsson)**

* + Responsible for all TSSR (Technical Site Survey) for Sites.
  + Responsible for all SAR (Site Acquisition Survey) for Sites.
  + Making all required designs for sites.
  + Making all revised Documentation for sites as per accrual.

**Cad Engineer Aug ‘07 – Oct ‘07**

**Roles & Responsibilities**

**Project: - Bharti Rajasthan (Jaipur Ericsson)**

* + Responsible for all TSSR (Technical Site Survey) for Sites.
  + Responsible for all SAR (Site Acquisition Survey) for Sites.
  + Making all required designs for sites.
  + Making all revised Documentation for sites as per accrual.

**Cad Engineer Jul ‘07 – Aug ‘07**

**Roles & Responsibilities**

**Project: - Bharti Rajasthan (Jaipur Ericsson)**

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* + Making all required designs for sites.
  + Making all revised Documentation for sites as per accrual.

##### Achievements

* Promoted as a **Team Coordinator** during the first appraisal period.
* Promoted 2 times in 1 year.
* Awarded 2 times as a best Performer for 3 month performances.
* Achieved Quality certificate after quality exam in ZTE about site acquisition.
* Achieved Quality certificate after quality exam in Huawei about site acquisition.

##### Educational Qualification

**Sikkim University (P) Master in Management (MBA)**

**Sikkim University (2011) Bachelor in Software (BCA)**

**Alfa Institute of Designing (2007) Diploma in Auto cad**

**Vaish Public School (Rohtak) (2007) 12th (Senior Secondary) Commerce stream**

**Vaish Public School (Rohtak) (2004) 10th (Secondary)**

##### Technical Qualification

* **1** **Year MCSC + CCNA and Networking Diploma From IIHT.**
* **3 Months Coputer cources for Level A.**
* **Completed Traning for Civil and Eletrical work in ZTE**
* **Completed Traning for Quality & Site safty in ZTE Huawei.**

##### Technical Skills

* **Operating system**  **:** Windows 7,98 2000 XP /Vista/ /MS OFFICE
* **Basic Knowledge**  **:** Data Structure Designing
* **AUTO CAD**  **:** 2000,2004,2006,2007, 2009,2010,2011 VERSION
* **Photoshop : 8.1 and 9.1 C2**
* **Google Map & Earth : Latest VERSION**
* **Newwlo : Server Clint & Field Clint.**

##### Hobbies

* **Music**
* **Tennis & Computer games & Cricket**
* **Swimming.**
* **Driving**

##### Personal Profile

**Date of Birth : 18th August 1988**

**Fathers Name : Late Sh Vidya Sagar Arya**

**Permanent Address : Old Anaj Mandi Arya Bhawan Rohtak (Haryana)**

**Passport No. : F9829913**

**Buzz : 09034379704 [M], 07206241516[R]**

**Date :**

**Place : (*Ankit Arya*)**