

SUMMARY

A commerce graduate and M.B.A in finance and marketing along with the experience of 2+ years in operations management, data analysis, project development and management.

PROFESSIONAL EXPERIENCE

Junior Analyst

Jun '21 - Present

Quality Council of India

ITO, New Delhi

The Quality Council of India, an autonomous body set up by the Ministry of Commerce and Industry, to develop apropos capacities at the level of Governments, Institutions and enterprises for implementing & institutionalizing continuous quality improvement.

- Currently, working on data analysis of the collected data for development of dashboard, finalization of reports and engagement with drone vendors
- Working with procurement team for the finalization of vendors
- Evaluation of technical and financial presentation of the clients
- Handling the operative part of the stake holders
- Survey designing and piloting, working with the large field teams, data collection and cleaning for NMCG
- Training and capacity building of the inspection bodies, in-house teams and supervising them

Young Professional | Management Trainee

Nov '19 - May '21

Quality Council of India

ITO, New Delhi

- Worked on operational planning, preparation of scope of work, client management and allocation of resources for smooth functioning of the project for National Mission for Clean Ganga (Ministry of Jal Shakti)
- Filing of RFP for government projects, preparing Technical bids and financial bids of the organization
- Successful business development of projects "Swachh Survekkshan-2021" and "Atal Bhujal Yojana"
- Gap Analysis of PARIVESH portal for Ministry of Environment, Forest and Climate change
- Swachh Bharat Mission (Urban) - Inspection and Certification of ODF / ODF+ / ODF++: Under this, inspection of 4376 ULBs were done across India on the basis of stratified sampling and data was analyzed for reporting and certification purposes for MoHUA
- Handling the operative part of the stake holders
- Survey designing and piloting, working with the large field teams, data collection and cleaning for SBM.
- Training and capacity building of the inspection bodies and supervising them
- Data collection and data-entry with ensured data quality

Production and Marketing Associate

Sep '18 - Jun '19

AK Concepts India

Modinagar, Ghaziabad

- Supported in diversifying the portfolio of the organization
- Managing the social media platform for promoting the portfolio of products and services
- Building new partnerships with vendors and suppliers

INTERNSHIPS

Intern

Sep '19 - Nov '19

Quality Council of India

ITO, New Delhi

- Worked with operations team for managing and assessing the data related to "Maharashtra Toilet Survey" under the scheme Swachh Bharat Mission.

EDUCATION

University of Delhi

Aug '14 - Jun '17

Bachelors of Commerce

New Delhi

Swami Vivekanand Subharti University

Jun '18 - Dec '20

KEY SKILLS

Documentation

Coordination

Project management

Quality Analysis

Stakeholder management

Survey design and Assessment

Monitoring and evaluation

Financial management

Business Development

Vendor management

TECHNICAL SKILLS

- **Tools:** Ms-Excel, Ms-Office, Ms-Powerpoint

CERTIFICATIONS

- Certified in **Fundamentals of digital marketing** by Google digital unlocked

CAREER HIGHLIGHTS

- Working in Quality Council of India in projects Swachh Bharat Abhiyan, Swachh Survekshan, Atal Bhujal Yojana, Census survey of water bodies in Ganga Basin
- Worked on large data sets and operation analytics projects
- Worked on success business development project
- Worked on research and concept notes
- Operational planning of daily assessments and vendor management