

Pragyashree Dubey

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C-209, Smarana Appartment, Bakeri City, Vejalpur,
Ahmedabad, Gujarat-380051



SKILLS

- Ambitious, quick learner and result oriented professional having an established track record with areas of expertise in managing projects, commercial, contracts and operations.
- Able to optimize, standardize and develop / implement systems for effective monitoring.
- Adept in management skills involving business development, vendor development, customer focus and nurturing.
- Good knowledge on latest information technologies and tools, its versions and usage.
- Interested in exploring industries such as information technology, analytics and retail.
- Excellent verbal and written communication skills, people skills and ability to develop associates and forge strategic partnerships.

CAREER OBJECTIVE:

My goal is to obtain a dynamic, challenging opportunity that contributes to the outstanding success in the field of information technology and to acquire a challenging position in an environment where i can best utilize my skills and education.

SOFTWARES SKILLS:

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|----------------------------|--------------------------|
| • Eclipse (hands-on) | • MS Office |
| • SAP HANA Trial Landscape | • MS Projects 2010/2012 |
| • MS Access 2012 | • AutoCAD 2008/2010/2012 |
| • Minitab-17 | • ArcGIS Software 10.1 |

PERSONAL SKILLS

- Excellent verbal and written communication skills
- Optimist
- Analytical approach
- Good interpersonal skills
- Key account management

EDUCATIONAL QUALIFICATION:

- MBA, Faculty of Technology Management, **CEPT University**, Ahmedabad, (2014)
 - B.E. (Civil), **L.D. College of Engineering**, Gujarat University, Ahmedabad, (2010)
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MASTER THESIS:

- Analysis of Drivers and Challenges in omni-channel retailing – Role of Information Technology
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COURSES COMPLETED:

- An Introduction to SAP HANA by Dr. Vishal Sikka – July 2014
 - An Introduction to SAP HANA Cloud Platform by Rui Nogueira – July 2014
 - Next Step in SAP HANA Cloud Platform by Rui Nogueira – July 2014
 - SAP Business Suite powered by SAP HANA (Pursuing)
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EXPERIENCE:

Operational Head, India Operations - US Staffing – PVD Consulting Pvt. Ltd. (Own Company) – June 2013 to Present

- Experience in client co-ordination, tracking progress, change management and administration.
- Handling IT recruitment Process.
- Good knowledge on latest information technologies and tools, its versions and usage.

Project Coordinator, Pandit Deendayal Petroleum University (Website www.pdpu.ac.in) – Jan 2012 to June 2013 – Construction and Interiors of Academic Building of G+2 Floors (Built up Area: 15,100 Sq. mt.) and Residential Buildings of G+3 Floors (Built up Area: 11,000 Sq. mt.). And Supply Installation Testing Commissioning (SITC) of 300 KLD STP.

- Construction of Academic and Residential Buildings – *The project was ahead of schedule. In a year, the buildings were completed including interiors, HVAC and other amenities and handed over for administration.*
 - Tendering for Construction, Interiors, HVAC, Landscaping and other amenities
 - Bid Analysis & Negotiation
 - Contracts
 - Construction Planning & Monitoring
 - Schedule and Cost Monitoring
- Government Approvals - Land Acquisition, Development Permission & Building Use Permission (DP-BU)
 - Liaison for obtaining Revenue & GUDA (Gandhinagar Urban Development Authority) land
 - Liaison for obtaining DP-BU of Campus buildings
 - Acquired Land & obtained DP-BU for Campus Buildings
- Analysis of Lease proposal for Hostel Buildings
 - Proposal - Whether to construct the hostel buildings on lease or to lease out the existing hostel buildings
 - Analyzing the bid Financially and Technically
- Operation and Maintenance of 1 MW Solar Plant at the Campus
 - Data Collection and Analysis of power generation from Plant
 - Maintenance of the Plant

Graduate Engineer Trainee, Gujarat Power Corporation Ltd (www.gpclindia.com) – July 2010 to Jan 2012

- **224 MW Charanka Solar Park at Dist: Patan, Gujarat (July to Dec 2010 & Oct 2011 to Jan 2012)** - *Gujarat Solar Park makes Gujarat as Asia's largest solar park hub with total capacity of 605 MW. One of the major contributions is **Charanka Solar Park**, with installed capacity of 224 MW spread in a 2,000-hectare (4,900-acre) site in the district of Patan, have been commissioned by 20 developers.*
 - Government approvals for providing various infrastructure facilities at site.
 - Project Monitoring and Tracking Schedule.
- **6 MW Wind Mill Project at Dist: Kutch, Gujarat (Jan to March 2011)** – *4 Towers of Wind Mill with 1.5 MW capacity, total of 6 MW Wind Mill installed at District Kutch, Gujarat. Project Duration – 100 days*
 - Tendering, Bid Analysis & Negotiation
 - Project Planning, Monitoring and Tracking
 - Exploring Clean development Mechanism (CDM) benefits.
- **CSR activity: Construction of GPERI Engineering College on PPP mode (April to Sept 2011)** – *Institutional Building of G+2 Floors (Built-up area: 11,000 Sq. mt.) completed within 8 months.*
 - Government approvals
 - Tendering for Interiors, Laboratory equipment, HVAC, Landscaping and other amenities
 - Bid Analysis & Negotiation
 - Contracts, Construction Planning & Monitoring
 - Project Schedule, Monitoring and Tracking Schedule
 - **Appreciation letter from Principal Secretary – Energy & Petrochemicals Dept., Govt. of Gujarat (PS-EPD, GoG)**

PERSONAL DATE:

Date of Birth:	June 10, 1989
Place of Birth:	Kutch District, Gujarat
Nationality:	Indian
Marital Status:	Single
Language Proficiency:	English, Hindi and Gujarati
Hobbies:	Painting, Sketching, Reading books, Health Fitness, Cooking

REFERENCE:

Mr. Amit Ajmera,
Contracts Manager, Essar Projects Singapore Pte. Ltd.
Phone: +65 81285993, Email: amitajmera@gmail.com

This Curriculum Vitae (CV) correctly describes my qualification, my ability and me. I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Ahmedabad
Date: 10.07.2014

(PRAGYASHREE DUBEY)