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# KIRAN XXXXX

## Sr. Project Manager

With over 23 years of experience in the construction industry, I am a Senior Project Manager at one of the leading construction and engineering companies in India. I have a bachelors degree in Mechanical Engineering and a proven track record of managing and executing complex and diverse projects in the Power, Steel, Cement, Railways, including EPC contracts 275m Multi Steel Flue RCC Chimneys.

### CAREER OVERVIEW >

High-Performance Senior Management Executive  
Construction Management professional  
Visionary thinker with global perspective

### Contact

✉ kireexxxx@gmail.com

☎ +91 XXXXX XXXXX

### Professional Experience

#### Senior Manager

Since Apr'2004 with M/s Gannon Dunkerly & Co.Ltd New Delhi - **Presently designated as Senior Manager (Project)**

### Responsibilities

- a) Responsible for timely execution of the project with all expenses as per the parameters indicated in project report given by project coordinator.
- b) Proper deployment of labour force at work site to void idle labour expenses; labour cost within the limits given in project report.
- c) To maintain cordial relations with client / consultant at site and to ensure that no adverse remarks are sent to Regional office.

### Personal

**DOB:** 12th Oct, 1970

**Nationality:** Indian

**Contact Address:** Flat XXXXXX, Enclave,Road No-4A,Vijay-nagar,Near Patel Chouk

### Authority/Accountability © Buildyourresume.co.in

1. Complete Authority corresponding to the Responsibility
2. Accountable for following:
  - a) IMS Management System implementation at the Project Site
  - b) IMS Training at the Project Site including Induction of all staff, workers and visitors.
  - c) Rendering returns on regular basis to Divisional Head Quarters

### Skills

Executive Leadership



Project Delivery Management



Strategic Planning



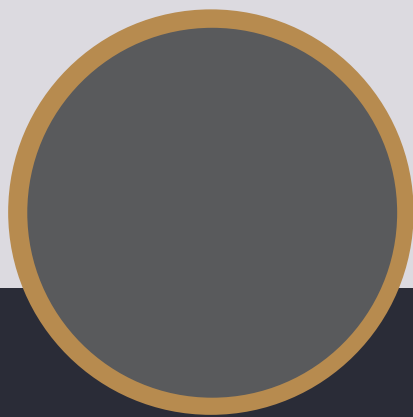
Budgeting & Cost Control



New Systems Implementation



*\*This is just for sample purpose, the resumes will be modified and customized accordingly*



## PROFILE

I am working in Amazon India Pvt Ltd Bengaluru since 1996. I am Six Sigma Green belt certified .

### OBJECTIVE :

To associate myself with an organization that provides me an opportunity to use my skills, improve my knowledge and to be a part of the team that works dynamically towards the growth of the organization.

## CONTACT

✉ xxxxxxxx@gmail.com

☎ +91-xxxxx xxxxx

### Address:

xxxxxx  
xxxxxxxxxxxxx  
xxxxxxx - xxxxxx

## PERSONAL

Father's Name : xxxxxxxx

Mother's Name : xxxxxxxx

Sex : Male

Languages known : English and Hindi

Date of Birth: 01-01-1974

# SAGAR KUMAR

ASSISTANCE MANAGER AT AMAZON

## WORK EXPERIENCE

- Engine testing of Automotive, CEV and Genset .
- Emission testing. (Single handed co ordianate of COP & Development testing at ARAI & iCAT. )
- Experiace in all quality system i.e Six sigma, 7 Step Problem solving method , PPAP, MSA, R&R, Capability study, FMEA, Control Plan etc.
- Approx 2 years experience of support at Dealer point for Training , and Failure analysis.
- Lead on all Filed failure and BIS failure analysis.

## PARTICIPATION

Fully Participant in TS Audit , Physically inventory, and Army engine clearance co-ordination.

## OTHER WORK EXPERIENCE

COP Coordinator & Engine Quality Audit Incharge  
Tata Cummins pvt ltd • Jamshedpur, Jharkhand - 06/1996 - Present

## SKILLS

- Engine Testing
- Quality Assurance and Quality Systems Management
- Emission testing of Automotive & Genset
- Field failure analysis

## EDUCATION

B.Tech (Automobile Engineering ) - Kalinga University • Bangalore, Karnataka

Master of Business Administration - Punjab Technical University • Ludiana, Punjab

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# JOSEPH PHILIP NAIR

Transition Manager



**Board - Phone Number:** +91 (22) 6158 2000

**Address:** Nirlon Knowledge Park, Block 2 Wing, 7th Floor, Western Express Highway, Pahadi Village, Next to Hub Mall, Goregaon (E), Mumbai – 400 063

**Passport Details:** U 8957227; Issued at New Delhi, India valid till 16/03/2031

✉ josepn.nair@kyndryl.com

☎ +91 9654358645 / +91 9212049735

## SENIOR TECHNOLOGY

Plot B-19, JDM Towers, Gautam Budh Nagar, Sector 62, Noida, UP Uttar Pradesh Pincode: 201307

**PROFESSIONAL: Creative, results driven technology leader with over 23 years experience in:**

- ▶ IT Program Management
- ▶ Business Control
- ▶ IT SM and GAP Analysis

Well-organised, results oriented individual with proven ability to implement standards, procedures & processes that results in operational excellence and improved business satisfaction. Having good management skills and capable of leading & motivating individuals to maximise levels of productivity while forming cohesive team environments. A keen strategist, planner and implementer with expertise in devising strategies aimed at enhancing overall organizational growth, sustained profitability of operations and improved service delivery performance. Good communicator with focus on building strong customer and team relationships.

Functional expertise includes ITSM, COBIT and SM Process Improvement Consulting for onsite and off-shore projects in the Europe, Middle-East, US and India geographies. Well versed with the management of top-flight development team involved in developing industry specific projects.

A strategic planner with expertise in engaging with delivery management team from the beginning when bringing a new service or expanding existing service; ensuring that well defined transition plan is created and all the relevant functional teams in the delivery center are involved, manage expectations for successful delivery. Demonstrated abilities in leading teams to deliver time constrained projects for clients within specified schedule and budget. An effective communicator with capabilities of people management, analytical and problem-solving skills.

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## KEY SKILLS ENTAIL:

- ▶ Strategic Planning & Execution
- ▶ IT Service Delivery
- ▶ Technology Architecture & Integration
- ▶ Relationship Management
- ▶ Infrastructure Audit Management
- ▶ Program/Project Management
- ▶ Asset Management
- ▶ Business Process Management
- ▶ ITSM Framework Implementation
- ▶ Business Continuity Planning

## COMPUTER METIER

### Sep'21-Till date

Kyndryl – Transition and Transformation Transition Project Lead/Transformation Program Manager for a UKI Account. Managed the Builds with Migration Towers from CMM/MCMS/MCID and MCDS for Migration of Servers from On-Prem to IBM Cloud.

1

2

### May'12-Till Aug'21

IBM Global Technology Services-rejoined as Delivery Project Executive for a US Public Sector Account. Managed the India Account Team and 8 Service Lines for delivery of services for this Insurance Client.

### Nov'07-Dec'11

WIPRO Technologies Ltd., Delhi joined as Sr. ITSM Consultant and separated as Manager –Process Excellence for IT Service Operation mainly remaining onsite (London, Netherlands and Saudi Arabia)

3

4

### Aug'97 – Oct'07

TATA IBM-IBM India/IBM Global Services India Pvt. Ltd., Chennai/Delhi: Joined as Finance Manager and rose to the post of Site Service Delivery Manager

### Nov'93 – Jul'97

Tata Information System Ltd., Delhi as Finance and Admin Executive

5

6

### Jul'88 – Oct'93

KRS Institute, Delhi as Administrative Head

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## CORE COMPETENCIES

Life Cycle Project Management (Services & Solution Deployments)

Business Control & Account Management

IT Service Management, Governance Assurance & Audit

## TECHNICAL PURVIEW

<b>Mail Services:</b>	Lotus Organizer, Lotus Notes, MS Exchange.
<b>Operating Systems:</b>	Novell (2.2 / 3.12 / 4.10), Windows NT
<b>ITIL Tools:</b>	HP Open-view, IBM Tivoli, CA Uni-center, BMC Remedy
<b>Project Tools:</b>	MS Project
<b>Utilities:</b>	MS Office Suite (Excel, Word, Power Point), Lotus Suite (Spread Sheet, Word Pro, Freelance Graphics)
<b>Networking:</b>	Knowledge of Active, Passive, Configuration and Trouble Shooting of Cisco Devices, Network Provisioning of Links and Management of Network Team and Network Administrators & Client

## NOTEWORTHY MENTIONS

Management experience in the area of establishing new engagements from solution definition, transition, establishing performance metrics, knowledge management and ongoing delivery management.

Ability to identify key performance indicators required to measure delivery center performance.

Experience in leading quality management and process improvement initiatives.

Ability to collaborate, influence, and build consensus across the various stakeholders (both onsite and offshore)

Strong stakeholder management and experience in working with senior management.

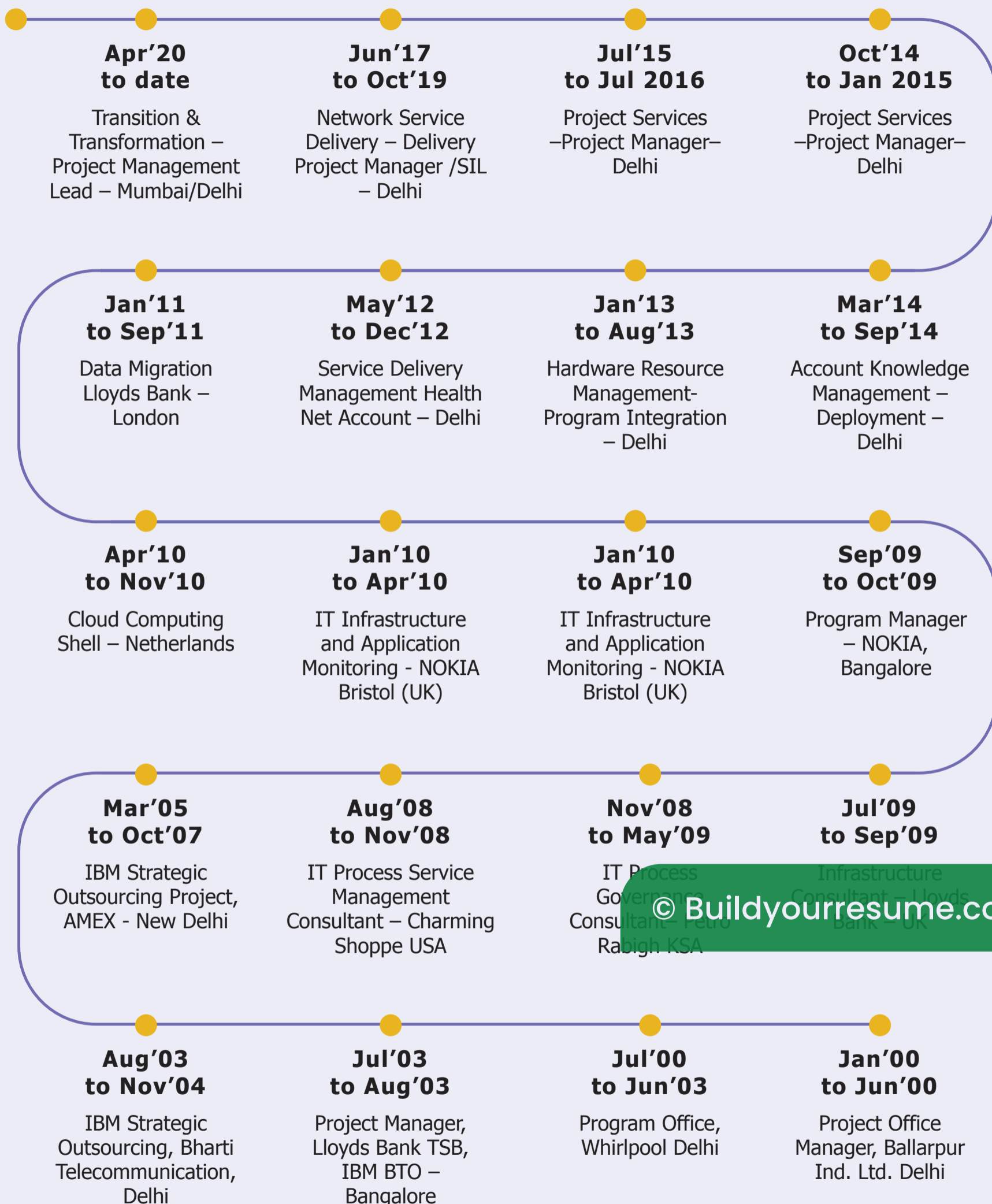
## KEY HIGHLIGHTS

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- ▶ Setting up Virtual Public Cloud and transitioning the business applications from a captive environment to a To-be hosted virtual environment.
- ▶ Managing the overall Cloud Service Life Cycle.
- ▶ Aligning the ITIL Framework to the business processes in NOKIA and Llyods.
- ▶ Handling IBM Strategic Outsourcing Project Office and IT Assessments.
- ▶ Coordinating with Partners / Team to deploy an agreement to operate after stabilization of applications.

**PROFESSIONAL ENHANCEMENTS:** Trained and certified as Project Management Professional (PMP) as well as certified in ITIL

# ASSIGNMENTS / PROJECTS HANDLED ACROSS TENURES



## SCHOLASTICS

- ▶ P.G. Diploma (Computer Application): PICAK, New Delhi in 1990.
- ▶ B.Com. (H): Delhi University, Delhi in 1988.

## PREVIOUS ASSIGNMENT

**Aug 1997 – Dec 1999**

TATA IBM Ltd. Chennai  
Finance and Admin Executive  
Functional Domain: Finance and General Administration

**Nov 1993 – Jul 1997**

Tata Information Systems. Ltd.-Delhi  
Finance and Admin Executive  
Functional Domain: Finance and  
General Administration



**Jul 1988 – Oct 1993**

KRS, Delhi(part of Govt. of NCT)  
Administrative Incharge  
Functional Domain: Administrative  
Department

## EDUCATION & CERTIFICATION

**1991**

Argus Computer Learning  
Center, New Delhi  
Diploma in Data Processing  
of Accounts

**1990**

Priyadarshini Institute Of Computer  
Aided Knowledge, New Delhi  
Postgraduate Diploma in  
Computer Application

**1988**

Delhi University, Delhi  
Bachelor of Commerce  
(Honours)

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## SCHOLASTICS

- ▶ Managing Successful Program from OGC in 2009
- ▶ Certified PMP professional; PMP Number 482175 Credential Earned on 16 Aug 2007, revalidated until 15 Aug 2017.
- ▶ Certified Master Project Manager (MPM), Certified International Project Manger (CIPM) August 2007
- ▶ Certified ITIL from EXIN Exams in July 2006
- ▶ Certified Supply Chain Manager (CSCM) from ISCEA in March 2006
- ▶ Proficiency in Microsoft Operation Framework from Microsoft in 2006





# DIPTI RANJAN

## DGM

- +123-456-7890
- hello@reallygreatsite.com
- www.reallygreatsite.com
- 123 Anywhere St., Any City, ST 12345

## EDUCATION

**Bachelor of Design**  
Wardiere University  
2006 - 2008

**Bachelor of Design**  
Wardiere University  
2006 - 2008

## EXPERTISE

Digital Marketing  
Branding  
Copywriting  
SEO

## LANGUAGE

English  
French

## Experience

Jan 2022- Present  
Company Name | 123 Anywhere St., Any City  
**Digital Marketing Manager**

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2017 - 2019  
Company Name | 123 Anywhere St., Any City  
**Social Media Manager**

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2015 - 2017  
Company Name | 123 Anywhere St., Any City  
**Social Media Manager**

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## Reference

**Estelle Darcy**  
Wardiere Inc. / CEO

Phone: +123-456-7890  
Email: hello@reallygreatsite.com

**Harper Russo**  
Wardiere Inc. / CEO

Phone: +123-456-7890  
Email: hello@reallygreatsite.com



# Venkata Villanueva

Professional Accountant

+123-456-7890

hello@reallygreatsite.com

www.reallygreatsite.com

## About me

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## Expertise

UI/UX

Visual Design

Wireframes

Storyboards

## Language

English

Spanish



## Experience

### Job position here

2019 - 2022

Liceria & Co. | 123 Anywhere St., Any City

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### Job position here

2017 - 2019

Liceria & Co. | 123 Anywhere St., Any City

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### Job position here

2015 - 2017

Liceria & Co. | 123 Anywhere St., Any City

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## Education

### Master of Degree

2006 - 2008

University of Lorem | 123 Anywhere St.

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2006 - 2008

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## Reference

### Bailey Dupont

Wardiere Inc. / CEO

Phone: 123-456-7890

Email: hello@reallygreatsite.com

### Harumi Kobayashi

Wardiere Inc. / CEO

Phone: 123-456-7890

Email: hello@reallygreatsite.com

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# SOHAM ROY CHOWDHURY

PRODUCTION ENGINEERING/ PROCESS ENGINEERING/ QUALITY CONTROL



## ABOUT ME

**Six Sigma Green Belt** Professional with MBA in Operation Management. **Deputy Manager Quality Control** at Bank Note Paper Mill. Previous experience at **ISRO, IOCL, and SAIL**. Strong academic record, exceptional communication, and technical proficiency.

## WORK EXPERIENCE

**Bank Note Paper Mill India Private Limited | Mysore, Karnataka**

**Deputy Manager Quality Control**

Feb 2016 - Present

### RESPONSIBILITIES

- Handling R&D projects as and when assigned like streamlining manufacturing operations, optimisation of chemical dosage during paper manufacturing, change of security features for banknote paper etc
- As an Internal Auditor, my responsibilities encompass:
- Quality Control testing assurance of Currency paper ISO standards
- Proficient in handling customer complaints and resolving same to the best of my capability.
- Input material - Raw Material Testing
- I am adept at performing calibration and troubleshooting procedures for laboratory instruments, guaranteeing their precision and reliability in analytical processes.
- My expertise extends to conducting thorough internal and external audits, adhering to ISO standards.
- Participating in NABL audits for ISO 9001, ISO 14001, and OHMS-ISO 45001 assurance in laboratory.

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**Vikram Sarabhai Space Centre (ISRO) | Trivandrum, Kerala**

**Graduate Trainee**

Feb 2015 - Jan 2016

### KEY RESULT AREAS

**Production of explosives** for pyrotechnic igniters

**Determination of pressure-time variation** for different geometries of solid propellant grain using AutoCAD and MATLAB.

**Conducting various quality inspection** tests such as vibration tests, closed bomb tests, and analytical spectroscopy tests to determine percentage composition, calorific value and pressure output of pyrotechnic charges at Electro Explosive Device Facility, Space Ordnance Group

## CONTACT

✉ sohamroy.bmsce@gmail.com

☎ +91 9731737310

## SKILLS

MS-Office (Word, Excel, & PowerPoint)

Six Sigma Green Belt

Minitab

Supply Chain Management

ISO Internal Auditor for QMS-ISO 9001, EMS-ISO 14001 and OHMS-ISO 45001

NABL Auditing-ISO 17025

## EDUCATION

**MBA in Operations Management from IGNOU** | New Delhi | Highest Qualification

**Post Graduate Diploma in Industrial Statistics**

## Diploma in Industrial Safety

**B.E. in Chemical Engineering** |  
9.17/10 CGPA | BMS College of  
Engineering | Bangalore | 2014

**HSC** | 76.6 % | Delhi Public School,  
Bhilai (CBSE) | 2010

## CERTIFICATION

**8 week Certificate course of  
Project Management** | NPTEL, IIT  
Kharagpur

**8 week Certificate course  
Operations Management** | NPTEL,  
IIT Kharagpur

**4 Credit Certificate course in  
Supply Chain Management** |  
Swayam

**4 Credit Certificate course in  
Continuous Quality Improvement  
Tools and Techniques** | Quality  
Council of India (QCI)

Certified **Lean Six Sigma Green  
Belt-Varsigma, Exemplar Global  
Six Sigma Body of Knowledge**

## ACHIEVEMENTS

**Awarded Gold Medal (Top 2%)  
for Project Management and  
Operations Management** from  
NPTEL, IIT Kharagpur

**Awarded Gold Medal** in the  
Chemical Engineering Dept. at  
Convocation held on 26th July,2015  
for being topper of the department.

**Recognised for securing 2nd  
rank** in Chemical Engineering  
Department amongst a class of 75  
students on 15th October,2012.

**Merit of receiving BMSCE AA  
Scholarship** for securing the highest  
CGPA in the second, third and fourth  
year of Engineering on Talents day  
held on 15th April, 2013, 26th  
February, 2014 and 21st May, 2014  
respectively.



## INTERNSHIP

**Indian Oil Corporation Limited (IOCL) | Vadodara  
Intern**

Jul,13-Aug,13

Equipped with knowledge of wastewater treatment plant processes like coagulation, flocculation, gravity settling and activated sludge involved in the design of a Multicomponent Distillation Column, Comparison of theoretical efficiency with the column efficiency in Atmospheric Distillation Unit using McCabe Thiele method and studied effects of various process parameters on the column.

**Steel Authority of India Limited (SAIL)**

**Bhilai Steel Plant**

**Intern**

Jul,12-Aug,12

Acquainted with detailed process cycle of Gas Condensation plant, Ammonia Sulphate plant and Benzol Recovery plant and finally involved in the objective of improving the yield of Crude Benzol from Raw Coke Oven Gas by Studying Different Properties such as Boiling Point, Moisture%, Temperature of Oil and water, Specific Gravity at Coke Oven & Coal Chemical Department.



## TRAINING & CERTIFICATION

**Week Certificate course of Project Management** NPTEL, IIT Kharagpur

**8-week Certificate course Operations Management** NPTEL, IIT Kharagpur

**4 Credit Certificate course in Supply Chain Management** Swayam

- Push and Pull Supply Chain Strategies
- Customer Life Cycle,
- Inventory Management-Safety Stock Determination, lead time
- Demand Forecasting and Planning etc.

**4 Credit Certificate  
Tools and Techniq**

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Certified **Lean Six Sigma Green Belt-Varsigma, Exemplar Global  
Six Sigma Body of Knowledge**

## AREAS COVERED

DMAIC (Define, Measure, Analyze, Improve, Control) Approach Six Sigma-7 Quality Control Tools and Techniques, Pareto Analysis, Fish Bone Diagram, Hypothesis Testing, Control Charts etc.



## PROJECTS

Determination of the Gas Phase Overall Volumetric Mass Transfer Coefficient for Absorption of Carbon Dioxide into Aqueous Blends of Amines using MATLAB and UNISIM (Sep,13-Jun,14)

Values of transport properties such as viscosity, density, heat capacity of blended amines are evaluated and on basis of that mathematical model are being developed. The model is validated using the simulation techniques.