

RESUME

ATUL RANJAN

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SUMMARY:

Seeking position where by I could utilize, Perform, accomplish and enhance my knowledge and contribute to the growth of the organization with my skills and experience.

- 05+ Years' experience in Project Handling.
- Participated in weekly status meetings with Team mates and Team lead.
- Good interpersonal skills, committed, result oriented and punctual.

EXPERIENCE

- Working as a **Project Coordinator** in **Sri Someswar Nath Mahadev Trust (SANMAT)** at Patna, Bihar from October 2017 till now.
- Major Role
 - Experience of handling, the projects of Government either it is of Center or State (Expert in Skilling Sector).
 - Coordinating with district level field team for daily functioning and activities and help those to ensure the entire requirement based on the Activities Action Plan.
 - Meeting the requirements of Project reports needed by all the clients of SANMAT and maintaining it with all supporting documents systemically and in an organized manner to facilitate audit and inspection by internal or supporting agencies.
 - Conduct induction programme for new resources for organization briefing, programme briefing, role briefing, terms and conditions and organization norms and policies briefings.
 - Documenting the process of recruitment and recorded the approval for further assurance and reference
 - Maintaining Administrative activities such as Inventory management Capacity building, Vendor management and official stocks.
 - Daily view over Tender wizard for accomplishment of new tenders and add on projects for the growth of the organization.
 - Arrangement of all the documents as per the tender requirements and its completion procedure.
 - Coordinate and complete annual audits with External Auditors.
 - Negotiate contracts and close agreements to maximize profits.
- Worked as a **Site Engineer** at **METLAB SERVICES PVT LTD, GHATKOPER, NAVI MUMBAI**, From October 2015 to September 2017.
- **Sites :**
 - BPCL, Sholapur, MAHARASHTRA.
 - EIPL, VISHAKAPATANAM, AP.
- Major Task
 - To look over the employee issues at the site.
 - To create permit to work and permit to height with the designated body of the client.
 - To look over all the safety measures at the site.

- Maintaining the friendly work culture and supporting condition through the unit for resolving the internal conflict and build better process employee relations
- To provide daily and next day plan to the client and organization.

TECHNICAL SKILLS

- Languages : C & C++,Html
- Software : AutoCAD 2D,3D , CNC basics
- Drawing : Knowledge of Isometric Drawing
- Having Experience of a new Startup in Skill Sector (Easypaymart Skill Academy).
- Successfully completed training at HDFC Bank and have basic information knowledge of working condition of bank & its Software.
- 2 Months working experience for G-SBI Process and have good knowledge of working on its software Vision+ for collection and recovery of credit card.
- Microsoft Skills: MS Word, MS Power point, MS Excel, MS Picture Manager.
- Master in Net surfing and online tools uses.

INTERNSHIP

SAIL/BOKARO STEEL PLANT

Duration: 08-07-13 to 03-08-13 Project Summary:

Bokaro Steel Plant is the fourth integrated steel plant in public sector, well known as Swadeshi plant, maximum indigenization in equipment materials.

It was originally incorporated as limited company on 29.01.64.

- It total area is 33,045.35 acres.
- It is used to manufacture HR coile, HR sheets, CR coile, CR sheets, TMBPe, GP&GC.
- I submitted a detailed report about these departments.

My Role: To know about the various shops, observe its manufacturing structure to know the process layout of manufacturing of steel and aware of the safety measures to be followed at plant for smooth functioning.

AWARDS & ACHIVEMENTS:

- Got a letter of appreciation from SALE for successfully completing the summer training project on time.
- Secured 1st position in geography exhibition at school level.
- Certificate of Merit in Dr. Ambedkar sports and cultural organization, Patna (Bihar).

ACADEMIC PROFILES:

- B.Tech (Mechanical Engineering) from DCRUST University in 2015 with First Class.
- 10+2 from NIOS, Patna in 2010 with First Division.
- 10TH from CBSE, Patna in 2008 with First Division.