**PALLAVI D. BAJPAI**

Mobile: +91-9595749729 \* E-mail:pallubajpai2012@gmail.com

To work to the best of my abilities with sincere dedication with the esteemed organization and meet all my commitments. My continuous efforts would be towards making the organization explore new avenues and rise to great heights.

**ORGANISATIONAL SCAN**

|  |  |
| --- | --- |
| **Assistant Manager IT Duration: Sep 2014– Mar 2020****Organization: Sterlite Power Transmission Ltd.** **[Sterlite Power Transmission Ltd.** is an Indian manufacturer of power transmission conductors.] | **Dec 2009 –Tilltoday** |

# **Brief Summary: -**

Working as Assistant Manager for IT for Sterlite Power Transmission Ltd, managing the entire SPTL IT infrastructure, policies & processes, Conducting ISO 27001 Internal and External Audit for ISMS. My work profile includes Managing and Implementation of IT Infrastructure, worked on implementing of ISO 27001 as Information Security Officer for ISMS (Information Security Management System), vendor management, data backup management, Incident Management, Procurement, Security Management, Access Management, etc. Managing of IT Material Procurement, Vendor Finalization, Contract Evaluation, Timely Tracking of Procurement scheduling & Raising Purchase request creation in SAP its approval monitoring. Ensures day-to-day activities and checks as part of the ongoing maintenance of infrastructure services are carried out in a timely manner. Engages with managed services providers and other vendors to meet service delivery targets and ensure the SLA is meet.

**Key Skills:-**

* Deployment & Support for IT Strategy, Business Alignment Process standardization & SLA Achievements, Manage Team of Complete FMS (Field Maintenance Service) 10 Engineers, Support VPN, Maintenance & Management.
* Manage inventory & procurement, ISP, hardware, firewall, Manage Audio, Video & Web conferences, Procurement & Deploy of desktops, laptops & printers etc.
* Manage Incidence& SLA management, Stake holder management, Conduct IT & security compliance, audit, reviews for various IT-Standards, Project& manage the budget, collaborate with business & admin team to ensure smooth implementation.
* Manage vendors and the relevant procurement activities of the responsible scope. Build & manage the relationships with various vendors, Team management, Plan the structure for the IT Team, hire & deploy, Build, own & drive the KRAs and targets of the existing team, always Motivate the team & driving to be 100% efficient & productive.
* Develop annual budget plan for IT Infrastructure, IT Security management and service management. Manage to spend within the approved budget.

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| **IT & SAP- OFFICER –OFC RAKHOLI/DNH Duration: 2009-Sep 2014****Organization: Sterlite TechnologiesLtd** | **Dec 2009 –Tilltoday** |

Responsible for Business process discussions, designing planning strategies as per the business processes. Defining production order types and dependent parameters.
Responsible for Master data uploading during Cut over User testing and post go live support

**Key Roles and Responsibilities: -**

* Designing and implementing solutions concerning the Quality processes of organization.
* Taking care of enhancements required by quality department.
* Working with Production Key Users to solve their day to day issues in form of incidents.
* Writing function specifications as per the business requirements for ABAP team.
* Created Customized Report to store the different Production planning data : like Data dictionary, Creating data base tables, Creating classical reports, Creating ALV Reports, Module pool programming, Screen painter, Smart forms, Modification of standard SAP Script layout sets.
* Created training documentation and User trainings.



**OTHERS EXPERIENCE:**

* Computer Instructor – At Sterlite Foundation Silvassa

1stNov 2005 to 16th May 2006

* Computer Teacher/Instructor – At Kendriya Vidyalaya School, Silvassa

 From 26th June 2009 to 22nd Dec ‘2009



**Academic Credentials**

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|  | **Examination** |  |  |  | **Board/University** |  |  |  | **Percentage** |  |
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|  |  |  |  |  |  |  |  |
|  | MCA |  |  |  | Gujarat University |  |  |  | 55 % |  |
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|  | BCA |  |  |  | South Gujarat University |  |  |  | 62 % |  |
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|  | H.S.C (Science) |  |  |  | Gujarat Board |  |  |  | 56 % |  |
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|  | S.S.C |  |  |  | Gujarat Board |  |  |  | 70 % |  |
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**SOFTWARE SKILLS**

* + Database : SQL Server 2005, Oracle (PL/SQL), MS Access
	+ Software : MS Office, MS Visio, MS Project
	+ Operating System : Windows 2000, 2003, 2008



**PERSONAL DETAILS**

Date of Birth : 30th June 1983 Gender : Female

Marital Status : Married

Address : N G Sun City, Phase 2, Thakur Complex, Kandivali, Mumbai

Current CTC : 5.65 Per Annum



I do hereby state that all the information furnished above is true to the best of my knowledge and belief.

PLACE Mumbai DATE. 5th March 2021