**MEERA KUMARI**

meera.ambition@gmail.com

Mobile: **8146000564**

**Total work experience: 8year 4months**

**Expertise:** Project Coordination & Supervision, Human Resources, Automation Trainer (PLC)**,** BOQ Preparation & System Design (Switchgears,PLC Automation, Drives, HMI, Lighting Automation, Security Systems, Access Control), Calibration & Validation Services, Commercial Negotiations, Material Import/Export (Domestic & Overseas), Business Development Activities, Sales/Technical Presentations

**Current Employer: Engineers Career Group, Chandigarh**

**Duration:** From Nov 2017 till date

**Designation:** Business Development Manager & HR

**Job responsibilities**

**Human Resources:** Coordinating with students (Fresher’s & experienced) for the of man power Recruitment for the company & conducting placement drive in colleges for various other companies.

**Business Development Activities:** Conducting Seminar & workshop in colleges as well as training institutes for the company promotional activity

**Current Employer:** Wonder Systems India Pvt. Ltd, Mohali (Punjab)

**Duration:** From Nov 2016 to Oct 2017

**Designation:** Business Development Manager & HR

**Job responsibilities**

**Human Resources:** Worked on the **naukri.com** portal for the requirement of man power in the complete Industry for the various Profile, establishment of organizational structure; delegation of tasks and accountability.

**Business Development Activities:**

Maintain regular contact with Key Clients and effectively communicate with clients via telephone, face-to-face and written communication.

**Coordination & Supervision:**

Coordinate, manage and monitor the workings of various departments(design department, Production department, Account Department, Store and IT department) in the organization.

**Internal Training management:**

Coordination with parties like SIEMENS, SCHNEIDER, L&T, PARKER, GEFRAN etc. for product training for technical up gradation.

Managing & coordinating for the internal training of the employees for self up gradation

**Website Management:**

Managing the company website & Sending bulk sms to the clients for promotional activities

**Training Division: (WATD)**

Giving Technical & company presentation to the students of various colleges coming for visiting the manufacturing unit & training division.

Conducting motivational lectures for the trainees on career development & interview techniques

**Previous Employer:** Shiva Group of Institutions, Bilaspur (HP)

**Duration:** From Feb 2016 to Oct 2016

**Designation:** Admission Counselor & HR Management

**Job responsibilities**

**Business Development Activities:**

Coordination with the North East students ie. Sikkim, Meghalaya, Nagaland, Arunachal Pradesh, Manipur, Tripura, Assam as well as Bangladesh for admissions in B.Tech, B.Pharm, BAMS & Polytechnic

**Online Website Promotion:**

Promotion of the organization portal on various advertising websites&Sending bulk sms to the students for institutional promotional activities

**Academic Activities:**

Coordination with students & the social welfare department for providing the scholarship & completing their online formalities

**Previous Employer:**Quick Logic Controls, Panchkula (Haryana)

**Duration:**From July 2010 to Jan 2016

**Designation:** Project Manager & HR

**Job responsibilities**

**Human Resources:**

Working with the human resources department. Assist in recruitment and placement of required staff; establishment of organizational structure; delegation of tasks and accountability. Establish work schedules. Supervise staff. Monitor and evaluate

**Communicate:**

Ensure full, open and efficient communication focused on troubleshooting any issues (including but not limited to technical, operational, commercial & logistical).

Respond to customer’s requests in an accurate and timely manner.

**Project Management:**

Designing & BOQ Preparation: Lighting Automation, Security Systems, Fire Alarm Systems, Access Control

Pre Sales: Home & Building automation presentations to the end client.

Planning and Coordinating project tasks between Onsite and Offshore teams.

Effectively and accurately communicate relevant project information to the client and project team. Coordinate, oversee, and monitor performance of compliance with the stated requirements.
**Trainings:**

Ensure trainees learning and support services reflect best practice and client- focused outcomes. Organizing seminars at different technical institutes

**Business Development Activities:**

Maintain regular contact with Key Clients and effectively communicate with clients via telephone, face-to-face and written communication.

Able to demonstrate a full knowledge of all products, relevant selling points and benefits

Conduct client presentations and negotiations

**Best Practices:**

Improve processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations and procedures.

**Logistics:**

Handling of Project Cargo Logistics, coordination in importing materials from global market, Documentation for custom clearance, EPCG license, High Sea & Ex-Bond sales

**Previous Employer:** Automation & Control Systems (Pune, Maharashtra)

**Duration:**From September 2009 to July 2010

**Designation:** Trainee Engineer

**Job responsibilities**

Providing technical training on programmable controllers of Allen Bradley, Mitsubishi & Siemens

Telephonic calling for training business development at different industries & engineering colleges

**Academic record**

**Engineering diploma** in “**Electrical Engineering”** from Dr. B. R Ambedkar Polytechnic, PortBlair (Andaman & Nicobar Islands) secured 80% (Maharashtra State Board of Technical Education)

**Graduate** in **“Sociology”** from IGNOU secured 60%

**Personal Information**

Date of Birth: 28th March 1988

Gender: Female

Languages known: Hindi, English, Punjabi

Marital status: Married

Correspondence Address: H.No. 687, Phase-1, Mohali, Punjab

Permanent Address: VPO-Sunhani, District: Bilaspur (Himachal Pradesh) 174029

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Meera Sharma

Place: Mohali