

**Anshul Kumar Sinha**

H-298, Rajnagar part – 2, Near Dwarka Sec – 8, New Delhi - 110045

**Tel:** +91- 9604521998**Email Id:** anshulsinha88@gmail.com**D.O.B:** 27<sup>th</sup> November 1988**Academic Qualification:**

Qualification	Name of the Institution	Year	Percentage
Post Graduate Programme in Business Administration	Indo-German Training Centre, Mumbai	Feb-2012	68%*
B.A Hons (German)	Germanic and Romance studies Department, Faculty Of Arts, New Delhi	2009	59.3%
C.B.S.E (12 <sup>th</sup> std.)	Kendriya Vidyalaya Vikaspuri, New Delhi	2006	64%
C.B.S.E (10 <sup>th</sup> std.)	Kendriya Vidyalaya Janakpuri, New Delhi	2004	70.3%

\*Aggregate upto Dec 2011

**Practical Training as a part of the IGTC Dual Programme****Dr. Oetker India Pvt. Ltd.****Department:** Sales and Marketing**Nov – Dec 2011**

- Developed a Non-Alcoholic beverage-“**India’s First Healthy Carbonated Drink**” for the retail market with its marketing plan.
- Prepared promotional material: Videos, Pamphlets and Posters for this product.
- Learned Adobe Photoshop to create promotional material.
- Worked on Repositioning of the Concoction (Bar/ Fruit Syrup), recommended alternative usage of Concoction to introduce it in the retail market.

**Department:** Sales and Marketing**Jun – Jul 2011**

- Worked on Business Strategy – studied and understood the Concoction’s (Bar/ Fruit Syrup) retail market to make a decision on continuing/discontinuing the product line
- Identified and analysed reasons which helped the company to make decision of discontinuing the product line for retail market
- Designed and implemented set-up of the company display at the Indian International Trade Fair, 2011

**Department:** Sales and Marketing**Jan – Feb 2011**

- Marketing Research - Mapped out the effect of re-branding of Fun Foods with Dr. Oetker Ltd.
- Recommended some changes regarding packaging of products which have been implemented successfully
- Written marketing text for some products.
- Formulation of automated telephonic Voice-Mail for the “Calls on Wait”
- Prepared final content of Sales Folder and Brochure for new launch products
- Consumer Survey - Analysed the consumer behavior towards the old product line
- Data collection - Provided a primary data which can be used during their market research
- Recommended some changes to improve the quality of product to meet the consumer needs

**Academic Projects:**

- Business plan for an end-to-end “Wedding Organiser” firm
- Advertisement plan for an upcoming chocolate beverage
- Marketing plan to sell Gulab Jamuns in Finland
- Marketing plan for ‘Ferns and Petals’

#### **Professional Experience:**

Exevo India Ltd.

**Jun 2009-Feb 2010**

**Designation:** Research Analyst, German Resource

- Responsible for conducting telephonic interviews of Senior Executives in the German speaking countries (Switzerland, Austria and Germany)
- Responsible for team management in term of providing support to the team
- Translation of market research questionnaire ( English – German and German – English )

#### **Additional Qualification:**

- Certificate course from IITTM (Indian Institute of Travel and Tourism Management) PUSA Institute, New Delhi
- Computer Skills: Microsoft Office and SPSS

#### **Co-curricular Activities/ Interests:**

- Freelance cultural escort during Common Wealth Games 2011
- Western Dance - Salsa
- Poetry writing – Situation based
- Organized college festivals/ parties during B.A German Honors



## Aviva Patel

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D.O.B: 03<sup>rd</sup> Feb 1988

### Career Objective

Designing a Marketing and Communication Strategy to generate greater brand visibility and evolve enhanced communication plans

### Academic Qualifications

Qualification	Name of the Institution	Year	Percentage
Post Graduate Program in Business Administration	Indo-German Training Centre, Mumbai	Graduating February 2012	
B.M.M (Advertising)	S.I.E.S College, Mumbai	2009	76.58%
H.S.C. (12 <sup>th</sup> std Arts.)	S.I.E.S College, Mumbai	2006	73%
S.S.C (10 <sup>th</sup> std.)	Fravashi Academy, Nasik	2004	78%

*\*Aggregate of the theoretical phases upto December 2011*

### Practical Training as a part of the IGTC Dual Programme

#### Siemens Limited (Worli, Mumbai)

January 2011 – February 2011

Management Trainee-Branding, Corporate Communication (Internal)

#### ***Designing, developing and executing the Siemens Culture Campaign***

- Aligning and integrating the existing Siemens Global values with the Indian values to formulate the guiding principles of Siemens India Ltd
- Responsible for marketing communication and internal branding for the campaign pan India

Project Evaluation:

#### Siemens Financial Services Pvt. Ltd. ("SFSPL")

June 2011-Aug 2011

Management Trainee-Business Development & CRM

- Developing channel partners and creating strong alliances with them through Business Development and CRM initiatives

- Developed a business plan and a sales proposal for Third Party Vendors which involved mutually beneficial financial package

Project Evaluation:

**Siemens Ltd. (Worli, Mumbai)**

**November 2011 – December 2011**

Management Trainee-Corporate Content, Corporate Communication (Internal)

***Designing, developing and executing corporate content***

- Designing and executing the December edition of the quarterly newsletter Siemens Sansar and the intranet site
- Developing and executing the internal communication for the Health Management Policy campaign

Project Evaluation:

**Business & Marketing Projects**

- Analysed the Strategic Planning & Product Portfolio of L’Oreal
- Studied Beiersdorf, Nivea’s Advertising & Marketing Strategy and designed a strategic marketing plan
- Devised an Advertising Campaign for Onida Igo Brand for Kerala {Rural market} & Wildstone deodorant

**Professional Experience**

**Law and Kenneth, Advertising**

**April 2009- June 2009**

Client Servicing Executive, ITC personal care products (Vivel, Fiama Di Wills)

- Responsible for new client acquisition for Law and Kenneth which involved the entire pitch process and developing a prospective client database across categories and industries
- Comprehensive market research to understand the competitive environment in the industry

**IPAN, PR**

**December 2007-February 2008**

Management Trainee, PR, Force India (UB Group)

- Handled the end to end press launch, media interactions and post event media bytes of Force India

**Ekta Dusija**

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DOB: 19<sup>th</sup> April, 1987**Academic Qualifications**

Qualification	Name of the Institution	Year	Percentage
Post Graduate Programme in Business Administration	Indo-German Training Centre, Mumbai	February 2012	73% *
B.Com	H.R. College of Commerce & Economics	2008	71%
H.S.C. (12 <sup>th</sup> std.)	M.M.K College, Bandra	2005	86%
S.S.C (10 <sup>th</sup> std.)	St. Anne's High School, Mumbai	2003	82%

\*Aggregate upto December 2011

**Additional Qualifications**

- Completed B2 level in French Language from Alliance Francaise, Mumbai
- Completed A1 level in German language from Max Muller Bhavan, Mumbai
- Computer Skills: MS OFFICE

**Practical Training as a part of the IGTC Dual Programme****Deutsche Bank Group****Deutsche Bank Operations India (DBOI) – Mumbai****Phase III****Nov – Dec 2011**

As a part of a dynamic team called 'CBC Asia', worked on small projects ranging from user interface improvement of various report portals, integrating client database and collating KYC updates for all Asian countries.

**Phase II****June – July 2011**

Effectively engineered a weekly reporting pack to show the functioning of 'The Global Valuations Group' of DB, which has its teams in London, New York and Mumbai. The aim of this pack is to depict the various parameters through which one may judge the efficient performance of the Mumbai team while still liaising with the teams on shore.

**Phase I****Jan – Feb 2011**

As a constant effort to improve the efficiency of the bank, the change management division undertakes various projects to bring about operational and cost effectiveness.

Projects handled:

- Implementation process of SAP BO solution for report generation
- Human Resource development need analysis
- Standardization of various monthly reporting packs to bring about consistency among all reports in various dept

## Academic Projects

- Successfully Co-Written 2 case studies with a professor; on Indian Conglomerate ITC's unrelated diversification & its cost of capital for the paper division. These case studies will soon be published on [www.ssrn.com](http://www.ssrn.com)
- Fundamental Analysis of the BASF Group, India
- Marketing 'Gulaab Jamun' in Finland

## Professional Experience

### Jai Hind College, Mumbai

June 2009 – July 2010

Visiting Faculty- Dept. of French

Conducting French Lectures for Junior college students

### Percept Knorigin Pvt. Ltd

April 2008 - June 2009

Business Executive

- Responsible for account management & relationship management (website analysis, market research, competitive analysis, new campaign operations, liaising with vendors)
- Responsible for new business development (identifying leads, initial contact to set up meetings, handling 1<sup>st</sup> level meetings, taking client briefs, drafting proposals, making credential presentations)
- Mapping, contacting & acquiring content providers for the web portal [www.cinecurry.com](http://www.cinecurry.com)

## Achievements

- Bayer Scholar 2011
- Secured 2<sup>nd</sup> Rank in college at H.S.C Level
- Highest marks in Mathematics & Accounts in college at H.S.C level

## Co-curricular Activities/ Interests

- Oenology
- Music
- Reading
- Travelling



## **Gaurav Ganguli**

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**D.O.B.:** 6<sup>th</sup> February 1984

### **Summary:**

I am a management executive with an Engineering background with excellent analytical, communication and interpersonal skills, seeking a challenging role in a growth oriented organization.

### **Academic Qualifications:**

<b>Qualification</b>	<b>Name of the Institution</b>	<b>Year</b>	<b>Percentage</b>
Post Graduate Program in Business Administration	Indo-German Training Centre, Mumbai	2012	61%*
B.E (Computers)	Don Bosco Institute of Technology, Mumbai	2008	55%
Diploma (Computers)	Navjeevan Polytechnic, Mumbai	2004	60%
S.S.C (10 <sup>th</sup> std.)	St. Pius 'X' High School, Mumbai	1999	58%

\* Aggregate percentage upto December 2011

### **Additional Qualifications:**

Level A1 in the German language from the Max Mueller Bhavan, Mumbai.

### **Language Proficiency:**

English, German, Marathi, Hindi, Bengali, Gujarati, Konkani.

### **Practical Training as a part of the IGTC Dual Programme:**

#### **Extentia Information Technology**

**Department:** Sales & Business development

**Jan - Feb 2011**

- Pre Sales: Research on prospective clients, connect with key decision makers, set-up meetings with MENA regional head
- Make Business proposals for potential clients based in the MENA Region
- Post Sales: Assisting clients in licensing procedures; handling queries, etc.
- Handling in-bound sales inquiries on email/phone/social media
- Research & contribute to on-going Social Media & Viral Marketing campaigns

**Department:** Project Management & Coordination**Jun - Jul 2011**

- Project Planning, Scheduling & Implementation (SDLC)
- Worked on HIE project, (High Impact eMail iPad helps you design customized emails with the help of pre-designed templates); Managed a team of 4
- Techno-functional analyst who will liaise between the design/graphics, Mobile App development, marketing, sales teams
- Content Management on the company's web portal
- Data migration between legacy systems to newer web portal

**Department:** Marketing & Corporate Communications**Nov - Dec 2011**

- Execute online marketing campaigns, Prepare proposals, Presentations
- Create / Edit Newsletters, Press releases, weekly news updates
- Write / Edit Content for company's websites, Website content management via CMS
- Google Analytics, SEO – Search Engine Optimization, Web analytics
- Research & optimize Social Media & Viral Marketing campaigns
- Create eLearning presentations for customer (Presentation for Adam Hall, HMM)
- Microsite management
- Research prospective clients across markets
- Research on different Cloud Platforms and its feasibility study in terms of ROI
- Was privileged to interact with the CEO on a regular basis & a lot of my ideas were implemented (Website changes, Wiki pages, SMM ideas, CEO's Blog, RSS Newsfeeds, keyword optimization for all web content, etc.)
- Created presentations for the CEO (LEARNTEC Presentations, Extending learning beyond the classroom)
- Delegated & followed up on work with multiple teams (development team, content writers, design team, etc.)

**Academic projects undertaken at IGTC:**

- Marketing - Marketing Strategy for BMW and Mercedes Benz
- Supply Chain Management - Business Plan for Dell SCM model
- Services Marketing - Business Plan for a Wedding Planning service
- Sales Management - Sales Evolution of VIP Bags
- Investment Management - Financial Analysis of Bayer AG.
- Mergers & Acquisition - Study on M&A of Spartek tiles Co.
- Prepared an economic analysis of the Great Depression of 1929 in the US and its impact on Europe

**Professional Experience:****Sterlite Industries India Limited****Aug 2009 - Jul 2010**

SAP ABAP Consultant

- Worked on modules - SD, MM, PP & FI
- Data Dictionary
- ABAP - Reports
- SAP Query
- SAPSCRIPT Forms
- SMARTFORMS
- ABAP Transactions
- Batch Data Communication (BDC)
- Legacy System Migration Workbench (LSMW)

**Ugam Solutions Pvt. Ltd.**

**Jul 2008 - Feb 2009**

Market Research Associate

- Market Research study for petroleum and petroleum products (US)
- Market Research study for Oral-B (UK)

**Extra-curricular activities and social interests:**

- Worked as a member of DBSS (Don Bosco Service Scheme) helped in 'Shelter Don Bosco' an NGO dedicated in the rehabilitation of street children
- Music, swimming, running, hiking, rock climbing, reading, writing

**Hardik P Harsora**

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Date of Birth: 16th August, 1985

**Abstract**

- Post Graduate with more than 2yrs of Experience in Manufacturing & IT Industry
- Cross functional experience in various departments - Sales, Production, Supply Chain management

**Career Objective**

- Looking for a challenging position in Marketing and Sales in the reputed company with a view to use my Management and Technical skills for the benefit of the organization

**Academic Qualification**

Qualification	Name of the Institution	Year	%
Post Graduate Program in Business Administration	Indo-German Training Centre, Mumbai	Feb-2012	68*
B.E (Automobile)	SSJCOE, Jalgaon	2008	74
Diploma (Fabrication)	Fr.Agnel Polytechnic, Navi Mumbai	2004	63
S.S.C (10 <sup>th</sup> std.)	St. Mary's High School, Mumbai	2002	68.40

\*Aggregate upto Dec 2011

**Practical Training (as part of IGTC Dual Programme)**

- **Bharat Forge Ltd** **Nov 2011 – Dec 2011**  
**Department** –Sales & Marketing  
**Project Title** – Potential Business plan for Heavy forged Division (HFD II)  
**Objective** – To prepare a potential business plan of shaft and ring used in wind turbine till 2015
- **Tata Johnson Controls Ltd** **Jun 2011 – July 2011**  
**Department** – Materials  
**Project Title** – Economics Impact Working Program  
**Objective** – To develop a program to analyze price and quantity impact on different projects

- Jan 2011 – Feb 2011**
 ▪ **Tata Yazaki Autocomps Ltd**  
**Department** – Supply Chain Management  
**Project Title** – Planning of new stores of TYA(Tata Yazaki Autocomps) for Tata motors-P1  
**Objective** – To solve current stores problem by analyzing the current store and plan a new layout based on MRP and ABC

#### Academic Projects

- “Services Marketing Business plan for kids party organising company”
- Sales management- “Preparing a Sales plan and pitch for Herbal Life”
- Advertising-“Advertisement for Balaji Wafers to increase the market share”
- Supply Chain Management- “Business plan for Textile Manufacturing Company mainly into cotton shirts”
- Marketing plan for Omni Directional Forklift

#### Professional Experience – 2 yrs.

- Jan 2009 – Aug 2010**
 ▪ **AceCad Software Ltd**  
**Designation** – Software Sales Consultant  
**Profile**
  - Managing the Sales and promotion of (StruCad) steel structure detailing & (StruM.I.S)fabrication management software
  - Handling a defined set of territory accounts having an annualized potential
  - Implementing StruMIS (Management Information software for Steel Fabricators) after Sales Process and training employees on StruMIS software and tools
  
- July 2008 – Dec 2008**
 ▪ **Interstrat Business Consultants**  
**Designation** – Analyst  
**Profile**
  - Interacting with MD, CEO, Designer, and Manager of the Manufacturing companies
  - Positioning Siemens Software CAD/CAM/CAE which will best suit the company’s requirement
  - Analyzing the situation to generate the Lead for Siemens products

#### Industrial Training during Diploma

- Dec 2004 – June 2005**
 ▪ **Godrej & Boyce Ltd** (As part of Diploma)  
**Project Title** – Follow up of Platforms & Ladders for Heat Exchanger
  
- June 2003– Nov 2003**
 ▪ **Chemiplant Engineers Pvt Ltd** (As part of Diploma)

**Project Title – Fabrication of Condensers & Reactors**

**Additional Qualification**

- UniGraphics NX-3.0
- StruM.I.S ( Management Information Software for Steel Fabricators)
- StruCad (Steel Detailing Software)
- AutoCAD
- CNC Machine Operating course

**Achievements**

- Awarded as best performer for accomplishing targets before specified time by Interstrat Business Consultants on 30th Aug'08
- Appreciated for consistent performance and was promoted as Sr. Analyst with in the short span at Interstrat Business Consultants
- Received “Year End Savior” award on March '09 for successful completion of a huge order
- 2<sup>nd</sup> Rank holder in B.E Final Year

**Harpreet Singh Kohli**

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D.O.B: 8<sup>th</sup> October,1986**Career Objective**

To build a managerial career with a German organization with a strong set of values, systems and processes; and an open culture of innovation that will give me a platform for continuous self-improvement and growth.

**Educational Qualification**

Qualification	Name of the Institution	Year	Percentage
Post Graduate Programme in Business Administration	Indo-German Training Centre, Mumbai	Feb 2012	74% *
B.Tech (Computer Science)	Doon Valley Institute of Engineering & Technology, Karnal, Haryana	2009	71.7%
C.B.S.E (12 <sup>th</sup> std.)	S.S.Mota Singh Model School, New Delhi	2005	71.5%
C.B.S.E (10 <sup>th</sup> std.)	S.S.Mota Singh Model School, New Delhi	2003	85.0%

\* Aggregate upto Dec 2011

**Additional Qualification**

- German language Level A1 certificate from Max Müller Bhavan, Mumbai
- Computer Skills: MS OFFICE

**Practical training as a part of IGTC Dual Programme****Lanxess India Pvt. Ltd.****Department:** Competency Development Centre**6 Months**

- Evaluated utilization of Lanxess HQ Reports namely Lanxess Integrated Position Plan, Sales Report, Lanxess Intercompany Clearing by different users in terms of needs, priority and structure
- Proposed improvements in their MIS system which will cater to specific and special needs of users
- Benchmarked the purchase process flow with applied variants and captured their impact
- Learnt functionality of modules namely Accounts Payable & Accounts Receivable to capture and address business needs of internal-customer

## Academic projects at IGTC

- Prepared an advertisement applying 7-box strategy to relaunch Lijjat Papad
- Performed a diagnostic study and remodeled marketing plan for iPhone launch in India
- Designed a business plan to start niche party planners service named as 'Cloud 9' catering to people happiness & special moments through customized party solutions
- Designed a business plan for setting up mass customization model for apparel manufacturing
- Participated and coordinated a market survey "Eating Out" to capture eating habits of youth in city of Mumbai

## Professional Experience

### Acktron Security Systems

**Designation:** Graduate Engineer Trainee

**Aug 2009 – Feb 2010**

- IDS and IPS monitoring and installation
- Accountable for Card Access system
- Involved in Access rights installation and monitoring
- Maintaining the database and stocks
- Fire alarm system and CCTV Cameras Monitoring

## Co-curricular Activities/ Interests

- Travelling
- Writing diary and poetry
- Gaming and Gadgets
- Photography
- Salsa

**Jatinkumar B. Ashara**

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**D.O.B. :** 21st September 1988

**Academic Qualification**

Qualification	Name of the Institution	Year	Percentage
Post Graduate Programme in Business Administration	Indo German Training Centre, Mumbai	Feb 2012	74% *
Diploma in Foreign Trade (Export-Import)	Indian Merchants' Chamber	2010	67%
B.Sc (Chemistry)	Kishinchand Chellaram College	2009	75.2%
H.S.C. (Std. 12 <sup>th</sup> )	Sheth Vidya Mandir Jr. College	2006	80.5%
S.S.C. (Std. 10 <sup>th</sup> )	Vidya Vikasini English High School	2004	75.3%

\* Aggregate upto Dec 2011

**Additional Qualification**

- German language Level A1 certificate from Max Müller Bhavan, Mumbai
- Computer Skills: MS OFFICE

**Practical training as a part of IGTC Dual Programme****B| Braun Medical India Pvt. Ltd**

**Department:** Sales & Business Development

**Nov- Dec 2011**

- Analyzed distribution network, client purchase process & competition in the tier II markets
- Executed sales and developed new clients & provided recommendations on CRM activities
- Designed marketing strategies for newly launched 'Omnivan' syringes based on field visits
- Supported in establishment of structures and related MIS

**Department:** Business Development

**June- July 2011**

- Worked on distribution planning & monthly sales reporting of channel partners
- Compiled database of population, hospitals & medical societies for Sales & Marketing team
- Prepared competitive landscape for different segments with product offering & pricing details

**Department:** Human Resources

- Analyzed the "Great Place to Work, India" survey report
- Closely co-ordinated with HR team & conducted informal interviews with employees
- Presented the management with industry best practices which was eventually absorbed within the organization

**Department:** Sales & Marketing

**Jan- Feb 2011**

- Studied customer preferences & consumption pattern in corporate & mid-size hospitals
- Analyzed the Buying Centre of clients and their criteria while making product purchases
- Understood sales process & hindrances while executing ground sales

### Academic projects at IGTC

- OPEC & its effects on crude oil pricing in Managerial Economics
- Overview of Indo-Japan Trade Agreement (IJCEPA) and its impacts on the Indian economy
- Prepared business plan for a readymade garment factory in Supply Chain Management & kids birthday party in Services Marketing
- Designed sales pitch for Virgin Galactic- Sub orbital space trip in Sales Management

### Professional Experience

#### TATA Teleservices Maharashtra Ltd.

Marketing- RDEL project (a Govt. of India subsidiary)

**Sept- Oct 2009**

- Supervised a team of 30 individuals across 8 service centres
- Co-ordinated with sales team & channel partners for sales leads
- Organized service camps & promotional activities

#### TATA Teleservices Maharashtra Ltd

Executive- Customer Service

**March- July 2008**

- Worked on CRM and updating customer profiles
- Co-ordinated with field engineers & resolved customer complaints

### Achievements & Awards

- 1<sup>st</sup> prize in treasure hunt at Bio-Ethnica inter-collegiate fest
- 2<sup>nd</sup> rank in Foreign Trade Commercial exam, Nov 2009 of Indian Merchants' Chamber
- Consolation in inter-school and inter-collegiate quiz competitions

### Co-curricular Activities/ Interests

- Participating in cyclothon
- Swimming
- Playing football



Kanchan Sumant

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DOB: 22nd May 1987

### Career Objective

To obtain an entry level position in a reputed organisation where I can effectively develop and use the skills and the knowledge acquired in my Post Graduate Course.

### Academic Qualification

Qualification	Name of the Institution	Year	Percentage
Post Graduate Program in Business Administration	Indo-German Training Centre, Mumbai	Feb 2012	66.00
B.A. (Economics)	Sir Parshurambhau College, Pune	2008	72.25
H.S.C (12th std.)	Sir Parshurambhau College, Pune	2005	66.00
S.S.C (10th std.)	St. Anne's High School, Pune	2003	69.83

### Practical Training as a part of IGTC course dual program

**Company:** Volkswagen India Pvt. Ltd.

**Department:** Finance Controlling

**Jan - Feb 2011**

**Project Title:** Budgeting and Forecasting

**Tasks:** To prepare the budget for coming months in consultation with various departments.

**Project Title:** Preparation of Monthly KPI reports

**Tasks:** To prepare monthly KPI report i.e. Actual vs. Budgeted Cost reports, which portray the variance in the expenditure incurred and by and planned for each department.

**Department:** HR – Training

**Jun - Jul 2011**

**Project Title:** Management & Recruitment for Training in Mechatronics

**Tasks:** Marketing and advertising for the 3 year Apprenticeship Training in Mechatronics started by Volkswagen India by campaigning in High Schools and Junior Colleges, advertising through newspaper, Processing of Cvs, conducting telephonic interviews etc.

**Trainings attended:**

- Leadership Training for Middle Level Management
- Intercultural Trainings for German and Czech Interns

**Department:** HR – Training

**Nov- Dec 2011**

**Project Title:** Preparing and Revising Job Descriptions and forming Responsibility Matrix for the department.

**Tasks:**

- Updating JDs of job positions existing since 2008.
- Making new JDs for the new positions by consulting the member occupying that position and the department head.
- Making a Responsibility Matrix for the department. Collecting data about of department activities, hierarchy in the department and tasks performed by employees

**Project Title:** Quality Management System – Improvement in open points

**Tasks:**

- Collecting month-wise data on trainings by means of survey and feedback given by participants, revising the feedback forms to make the feedback process easier and more precise.
- Defining external suppliers as per the quality standards.
- Revising JDs for effective functioning of the department.

### Academic Projects

- **Service Marketing:** End to end party services
- **Supply Chain Marketing:** Business Plan for a Fitness Centre
- **Economics:** Cost Reduction

### Professional Experience

**Company:** Volkswagen India Pvt. Ltd.

**May 2009 – Mar 2010**

German Technical Translator

- Worked as a German Technical Translator for MaFoi Recruitment Consultancy at the Client side for Volkswagen India in the Industrial Engineering Department.
- Translated Production Process for a VW car POLO.

**College:** Laxmanrao Apte Junior College, Pune

**Jun 2008 – Apr 2009**

Visiting Faculty for German Language

- Involved Teaching German to 11<sup>th</sup> and 12<sup>th</sup>.
- Setting internal examination papers for the same
- Conducting oral examination for HSC board examination for German Language.

**Company:** Indian Express, Pune

**Jun 2005 – Oct 2005**

Part time students project

- Business development and retention for a school magazine “Junior Express”

- Designing news magazines for various schools with the help of school staff
- Writing event articles and preparing write ups for schools for this magazine

### **Social Engagements**

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- Active Volunteer of a Pune based NGO called Sewa Sahayog.
- Active Volunteer of a Pune based NGO called the Blue Cross Society for Animal Welfare

### **Extra-Curricular Activities**

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- Trained in Indian Classical Music for 3 Years.
- Table Tennis

### **Other Achievements**

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- German Language from Max Mueller Bhavan – Level C-1
- Spanish Language from Inlingua School of Language – Level 1
- Wrote and Directed a street play on the topic “SEZs in India” for an inter-collegiate competition
- Participated in exhibition intra-collegiate competition for Economics Department of S.P.College.

**Manzoor Ahmed M. Shaikh**

Survey 11/2-2C, Near Bombay Bakery, Next to Masjid-e-Abu Bakr, (Ahle Hadis), Malik Nagar,  
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December 20, 1986

**Career Objective**

To apply all my learning and experience for the growth of the organization by playing a significant role in profit contribution and lead a Global Sourcing Team in the next 10 years.

**Academic Qualifications:**

Qualification	Name of the Institution / University or Board	Year	Percentage
Post Graduate Program in Business Administration (PGPBA)	Indo-German Training Centre, Mumbai	Feb 2012	72.00*
B.E. (Mechanical)	K. K. Wagh Institute of Engineering Education and Research, Nasik / University of Pune	2008	71.66
H.S.C. (12 <sup>th</sup> Standard)	M. J. College, Jalgaon / Maharashtra State Board of Secondary and Higher Secondary Education	2004	80.33
S.S.C (10 <sup>th</sup> Standard)	St. Joseph's Convent High School, Jalgaon / Maharashtra State Board of Secondary and Higher Secondary Education	2002	83.06

\*Aggregate up to 2011

**Additional Qualifications/Skills:**

- **Post Graduate Diploma in Foreign Trade (PGDFT)** from the World Trade Institute, World Trade Centre, Mumbai with 64.86 % marks in May 2010
- **German Language Level A1** from Max Mueller Bhavan (Goethe Institute), Mumbai with 86.00 % marks
- **Computer Skills:** MS Office & Knowledge of SAP (MM Module)

**Practical Training as a part of IGTC Dual Programme:**

**Company Name** Robert Bosch India Limited (Corporate Office - Bengaluru) **November–December 2011**  
**Department** UBK Purchasing [Purchase – Direct Materials (Automotive Business)]  
**Project Title** Annual Price Negotiations

**Project Tasks**

- Understood the department structure
- Prepared Supplier Strategy Panels for high volume suppliers
- Prepared Negotiation sheets on the basis of the Material Cost Report and the Business Plan
- Prepared a revised quota allocation for all the suppliers considering Quality, Cost, Delivery and Capacity parameters in co-ordination with all buyers
- Exposure to SAP (MM module)

**Company Name** Robert Bosch India Limited (Nasik Plant) **June – July 2011**

**Department** Purchase – Indirect Materials (Automotive Business)

**Project Title** VSDiA (Value Stream Design for Indirect Areas) for Maze (Spares)

**Project Tasks**

- Understood the department structure
- Learnt the process of VSM and VSD
- Suggested that the throughput time for ordering of stocked spares can be reduced by entering into an annual rate contract with the suppliers
- Suggested changes in the procurement planning of stocked spares
- Exposure to SAP (MM module)

**Company Name** Robert Bosch India Limited (Jaipur Plant) **January – February 2011**

**Department** Customer Logistics and Planning (Automotive Business)

**Project Title** Vendor Managed Inventory (VMI) at Central Warehousing Corporation (CWC)

**Project Tasks**

- Understood the department structure
- Finalized the concept of VMI with the Inbound Logistics and Procurement Planning team members (sub departments)
- Calculated the Min-Max quantity to be maintained at CWC by using the ReLoWiSa technique of Bosch Production System
- Suggested improvements in the current Inwards and Dispatch process at CWC
- Exposure to SAP (MM Module)

**Professional Experience:**

**Company Name** Jain Irrigation Systems Limited **January 2009 – April 2010**

**Department** International Marketing and Logistics

**Designation** Trainee

**Responsibilities**

- Marketing of PVC and HDPE Pipes
- Coordinating with the Production, Quality and Dispatch departments for execution of the order
- Handling all logistics of the PVC and HDPE consignments
- Export Documentation

**Academic Projects:**

**PGPBA**

- Business Plan – Installation and Commissioning of Small Wind Turbines (Supply Chain Management)
- Business Plan – Children’s Party Organization (Service Marketing)

**PGDFT**

**Project Title** Viability of Sugar Trading in International Market

**Project Tasks**

- Found out viability of sugar trading in international market
- Studied the global sugar market and India’s future potential in the global market
- Studied the Sugar Production Process
- Studied some of the key problems faced by the Sugar Industry in India
- Found out the investment required to start a Green Field Sugar Plant

**Final Year B.E. (Mechanical)**

**Company Name** Crompton Greaves Limited, Nasik

**Project Title** Dummy Operations in Circuit Breaker Mechanism

**Project Tasks**

- Defined the problem : “Define” stage of DMAIC process of Six Sigma
- Suggested key causes for mechanism’s failure using Quality tools like Ishikawa diagram, YX diagram and FMEA (Failure Mode and Effect Analysis) tool thereby completing the “Measure” stage of DMAIC process of Six Sigma

**Company Name** Gabriel India Limited, Nasik

**Project Title** Binder Analysis

**Project Tasks**

- Studied the shock absorber and its components and identified parameters for binder analysis
- Suggested key causes for binder using FTA (Factor Tree Analysis) tool

**Professional Trainings:**

- EFQM (European Foundation of Quality Management) Business Excellence Model at Robert Bosch India Limited, Nasik

**Co-curricular activities/interests:**

- Playing Carom
- Learning to play Badminton and Table Tennis



Natasha Anthony D'Souza

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DOB: 23rd October 1988

### Career Objective

To contribute and grow with an esteemed organization that makes the most of my talents and provides continuous learning opportunities

### Academic Qualifications

Qualification	Name of the Institution	Year	Aggregate
Post Graduate Programme in Business Administration	Indo German Training Centre, Mumbai	2012	73%*
B.Com	Mulund College of Commerce, Mumbai	2009	75.85%
H.S.C. (12 <sup>th</sup> std.)	Mulund College of Commerce, Mumbai	2006	80.83%
S.S.C (10 <sup>th</sup> std.)	Vasant Vihar High School , Thane	2004	75.60%

\*Aggregate upto December 2011

### Additional Qualifications

- Computer Skills: SAP and MS OFFICE
- German Language Level A1
- Certified in Personal Counseling from Institute of Human Technology
- Excellence in Public Speaking and Leadership from Indo –American Society

### Practical Training (as a part of the IGTC Dual Programme)

**EPCOS India Pvt. Ltd. ( A Member of TDK-EPC Corporation)**

**Department:** Finance Department

**January - February 2011**

- Project name - Export Documentation which involved managing German export documents to be sent to Authorized Dealer (Deutsche Bank). The set of documents included Invoices, Bill of Lading and Statutory Declaration Form

**Department:** Customer Service Department

**June - July 2011**

- Project name - Procurement Cycle which involved operating on SAP to generate ATP checks, visiting the shopfloor to understand customer's requirements and working on Production Planning

**Department:** Human Resources Department

- Project name - Talent Retention Strategies which involved attending and analyzing Three -day Induction Program, Training and Development Programs, Welfare Programs, Exit Interview Forms and Salary Structure
- Also, Read ISB notes on Strategic Talent Management , Books – 'First, Break all the Rules' and 'Games for Growth' by Klaus Vopel
- Above all, Interacted with the middle management about their thoughts, improvements and suggestions

**Department:** Product Marketing Department

**November – December 2011**

- Project name - Application-wise Trend Analysis which involved analyzing the seasonality of the product's application. This helped to understand the various strategies that company adopts during recession & post-recession period

#### **Academic Projects**

- Services Marketing: End to end party services
- Marketing Plan for Fitness Club 360 degrees
- Business Plan for setting up a Bottled Mineral Water Plant

#### **Achievements**

- Won One Gold, Three Silver and Four Bronze medals at the National Level Athletics
- Selected as Girls Captain for State level Athletics Team held in Aurangabad
- Chosen as Camp Fire Captain for a Fifteen member group and we won overall Third Prize in variety of activities ranging from Housekeeping Tasks to Impromptu games
- Successfully Completed National Himalayan Trekking Expedition organized by YHAI

#### **Extra Curricular Activities**

- Read non-fiction books like my recently read books are One Minute Manager, Men are from Mars and Women from Venus and How to Read a Person like a Book
- Explore new places, Learn languages and Savor different Cuisines
- Volunteered for Rotary Club's Handicap Children Athletics Competition

**Neeraj Phanse**

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D.O.B. 14<sup>th</sup> November 1985

**Academic Qualification**

Qualification	Name of the Institution	Year	Percentage
Post Graduate Programme in Business Administration	Indo German Training Centre, Mumbai	Feb 2012	68%*
B.E. Production	Shivajirao Jondhale College of Engineering	2008	76%
H.S.C. (Std. 12 <sup>th</sup> )	Vidyabhawan Jr. College, Mumbai	2003	52%
S.S.C. (Std. 10 <sup>th</sup> )	Vikas High School, Mumbai	2001	71%

\* Aggregate upto Dec 2011

**Additional Qualification**

- German language Level A1 from Max Müller Bhavan, Mumbai
- Computer Skills: MS OFFICE

**Practical training as a part of IGTC Dual Programme****FAG Bearing India Ltd****Department:** EXIM**Nov- Dec 2011**

- Received documents concerning imports
- Updated the database using Oracle software
- Followed up with forwarding agent and custom house agent
- Maintained the documents concerning imports

**Department:** Marketing-After Sales**June- July 2011**

- Surveyed and analysed local market (Vadodara)
- Attended retailer's meet to promote new products
- Developed product that suits demand of the market

**Department:** Special Machine Building**Jan- Feb 2011**

- Studied the process of Special Machine Building
- Observed the proceedings of the department
- Presented the solutions to the officials to optimize the assembly process

## Academic projects at IGTC

- Services Marketing plan for niche party organisers
- Marketing plan Funkskool- the toy manufacturer
- Business plan for a laptop manufacturing unit
- Distribution plan for an automobile distributor

## Professional Experience

### Siemens India, Kalwa Works

Lean Team Member

Jan- May 2008

- Studied assembly process of Indoor Vacuum Circuit Breaker
- Calibrated fixtures and made drawings of fixtures on assembly line using Autocad
- Did Value Stream Mapping and Line Balancing on the basis of the data collected

### Usha Mittal Institute of Technology

Teacher

Sept 2008- Jan 2010

- Taught Engineering Drawing and Introduction to Thermodynamics
- Set question paper, corrected and moderated answer sheets

## Achievements

- Implemented 5S in the process planning and EXIM department
- Ran self-owned coaching institute for engineers in Mumbai

## Co-curricular Activities/ Interests

- Held 3 medical camps ( Dental, Homeopathy and Ayurvedic )
- Co-ordinated tech fest in the engineering college

**Nihal Ashish Amolik**

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16<sup>th</sup> December 1984

**Career Objective**

Management Professional seeking challenging opportunities in the corporate world.

**Academic Qualifications**

Qualification	Name of the Institution	Year	Percentage
Post Graduate Programme in Business Administration	Indo-German Training Centre, Mumbai	Feb 2012	76.00%*
B.E (Production)	M.H.Saboo Siddik College of Engineering, Mumbai University.	2006	70.00%
H.S.C. (12 <sup>th</sup> std.)	Maharashtra Board of Secondary and Higher Secondary Education / R.D.National College	2002	75.17%
S.S.C (10 <sup>th</sup> std.)	Maharashtra Board of Secondary and Higher Secondary Education / St Blaise High School	2000	81.20%

\*Aggregate up to 2011

**Additional Qualifications**

- Computer Skills: M.S. Office, knowledge of J.D. Edward, SAP, Baybuy

**Practical Training as a part of the IGTC Dual Programme**

**Company Name – BAYER CROPSCIENCE (Mumbai)**

**Department:** Materials Management

**November–December 2011**

- Executed a project on Catalogue & Contract Management – Print Inputs, Video on wheels & Hotels, the objective was to prepare contracts for the above mentioned categories & make the buying process online
- **Print Inputs:** Preparing contracts – coordinating with the vendors with regards to terms, conditions & prices
- Understanding the existing system of procurement and preparing formats for making the buying process online
- **Video on wheels:** Understanding the promotional requirements in each of the (Bayer) zones
  - Coordinating & negotiating with vendors
  - Preparing vendor scenarios with respect to each zone & estimating the saving
  - Preparing contracts in consultation with Bayer's legal team
  - **Hotels:** Preparing formats for online hotel bookings (Bayer's intranet)

**Company Name – INVERTO (Mumbai)**

**Department:** Sourcing Consultancy

**June – July 2011**

- Conducted a project on Category Management for Fasteners & Bearings
- The project objective was to prepare a prospective list of cost reduction initiatives on the basis of discussions with Manufacturers, Suppliers & Buyers
- The project activities included interaction with industry experts to understand the Challenge's faced with respect to the given categories (Fasteners, Bearings), Analysis of the information collected so as to develop cost reduction initiatives using value engineering ideas

**Company Name: – INVERTO (Mumbai)**

**Department:** Sourcing Consultancy

**January – February 2011**

- Conducted a project on logistics challenges in the Indian Automobile Industry
- The project objective was to study and understand the logistics challenges in the Indian Automobile Industry (for consultancy purpose in supply chain)
- The project learning's were the consulting space in India for the above project, how to do market research and landscaping, to derive the challenges faced by the industry after doing the market research

**Academic Projects**

**Second year PGPBA:**

- Sales – Study of how supervision is done for a sales executive for Man Force, Sales pitch for Schwarzkopf, World Trade Organization – Study of the current U.S. Debt Scenario & it's likely impact on call centre, Distribution - Study of the distribution channel for Tata Salt

**First year PGPBA:**

- SCM: Business plan for erectioning & commissioning of small wind turbines, Service Marketing –Business Plan for a Wedding Planner, Consumer Buying Behavior – Study of buying behavior for Ferns & Petals, Marketing – Marketing Plan for Yoga Class, Production Management - Study of McDonald Kitchen

**Academic Project during Engineering:**

- **Company Name:** Mukand Ltd.
- **Department :** Wire Rod Mill **November 2005 – April 2006**
- The project was to conduct a Statistical Quality Control (SQC) in Wire Rod Mill & reduction of losses during section change. The objective of the project was to perform SQC for ISO audit and second project to reduce setup or downtime

**Professional Experience**

**Company Name:** Mukand Ltd.

**Department:** Materials Management

**December 2006 – August 2010**

- Joined as a Graduate Engineer Trainee (Duration: 6<sup>th</sup> December 2006 to 1<sup>st</sup> January 2008) was then promoted as Junior Manager (Materials) (Duration: 1<sup>st</sup> January 2008 to 7<sup>th</sup> August 2010)
- Was responsible for Import Cargo Clearance. (Which includes import documentation's, Required

correspondence and follow ups with C.H.A.)

- Sending enquiries, Comparing quotes and finalizing orders
- In case of CAD and LC documents getting documents prepared by suppliers, follow-up with supplier for dispatch of material
- Follow-up with banks, preparing the required remittance documents for release of Original documents for clearance purpose
- Providing C.H.A. with OBL and duty and follow-up with C.H.A. for clearance of Cargo
- Assisting for redemption of EPCG Licensing, interacting with the consultant
- Involved in Local Purchase (Procurement of Fabricated items/Machined components)
- Estimating the cost for the component to be machined
- Floating enquiries (Including Drawing)
- Getting quotes & finalizing orders after confirming the specifications are as per the requirement of the user
- Follow-up for dispatch and delivery

#### **Co-curricular Activities/Interests**

- Playing Drums
- Play for a rock band called "Frozen Chimes" since Feb 2009 till date
- Played for Channel [V] sprite rockers, opened for Luke Kenny and Band
- Interviewed by Jeeturaj on 98.3 Radio Mirchi for the show "Club Mirchi"
- Played for more than 20 live concerts

**Pravin Subramanian**

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+91 8097 531063/022-28752533     [subramanian.pravin@gmail.com](mailto:subramanian.pravin@gmail.com)Date of birth : - 8<sup>th</sup> November 1985**Summary:**

I am a management executive with excellent communication and interpersonal skills having professional experience in project management for banks and financial institutions, seeking to utilize my aptitude for business development in a growth oriented organization.

**Academic Qualifications:**

Qualification	Name of the Institution	Year	Percentage
Post Graduate Program in Business Administration	Indo-German Training Centre, Mumbai	2012	68%*
Post Graduate Diploma in Advanced Computing	Advanced Computing Training School, C-DAC, Mumbai	2006	62%
B.Sc.(IT)	Mumbai University Dept. of Information Technology	2006	69%
H.S.C (12 <sup>th</sup> std.)	Vivek College, Mumbai	2003	62%
S.S.C (10 <sup>th</sup> std.)	St. Thomas Academy	2001	67%

\* Aggregate percentage upto December 2011

**Additional Qualifications:**

Level A1 in the German language from the Max Mueller Bhavan, Mumbai

**Practical Training as a part of the IGTC Dual Programme:****Bayer Crop Science Ltd****Department: Supply Chain and Controlling****Nov-Dec 2011**

- Correction of master data in the SAP Materials Master for revised production schedule
- Automation of tools in Excel used for MIS reporting in Budgeting and Volume Variances to ensure process accuracy and reduce manual effort
- Creating purchase order indents in SAP Materials Master
- Derive trend analysis reports on product sales year on year

**Department: Supply Chain and Internal Order Procurement****Jun-Jul 2011**

- Identify faults in the forecast schedule trends for Cropscience products in Materials Manager in SAP and correct the same

**Department: Supply Chain and Internal Order Procurement****Jan-Feb 2011**

- Analyzed the difference between actual and projected sales for select products to identify trends
- Developed a supply chain evaluation tool to project production schedules including timelines and quantities
- Developed a tracker to highlight purchase orders priority-wise for follow-up prior to dispatch

**Academic projects undertaken at IGTC:**

- Analysed the market and prepared a marketing strategy for a brand of digital SLR cameras
- Prepared an economic analysis of the Great Depression of 1929 in the US and its impact on Europe
- Analyzed and developed a complete end to end supply chain and logistics plan for a computer manufacturer at Lamington Road
- Prepared a case study on providing event management services and its feasibility in the Mumbai market

**Professional Experience:****3i Infotech Limited****Mar 2007-Aug 2010****Designation: Software Developer**

- Led a dedicated team to implement and provide post implementation techno-functional support for 3i Infotech's proprietary product Kastle Treasury™ for banks and financial institutions in Middle East, Africa and South Asia
- Developed and implemented Kapiti Upload™, a product to integrate Kastle Treasury™ with Core Banking application Finacle to account transactions into the Treasury at UCO Treasury, Mumbai
- Optimized the functioning of Kastle Treasury™ at Union Bank of India Treasury office by applying database indexes in Oracle 9i
- Developed and implemented an interface between Reuters and CCIL networks with Kastle Treasury™ to download transactions into the Treasury accounts at Dena Bank Treasury
- Migrated core functional aspects for Kastle Treasury™ from PowerBuilder 10.0 into Oracle 10g to enhance the performance of the software

**Extra-curricular activities and social interests:**

- Music, photography, hiking, rock climbing, reading, writing blogs
- Organizer of the annual HSBC Mumbai Bird Race, the biggest event in bird-watching and nature conservation circles
- Founder and manager of the book exchange club "SwapBook" in Mumbai. The group has been appraised in the media by Hindustan Times and Sunday Middy in August 2011
- Prepared a feasibility analysis report on medical tourism for Bayer HealthCare
- Founder and manager of the e-group for business developers Bizchatter, a platform for students and business executives to discuss market affairs

**Purva Ahire**

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28<sup>th</sup> sept 1989

**Academic Qualification**

Qualification	Name of the Institution	Year	Percentage
Post Graduate Programme in Business Administration	Indo German Training Centre, Mumbai	Feb 2012	66%*
B.Com (Costing)	BYK College of commerce, Nasik	2008	70%
H.S.C. (Std. 12 <sup>th</sup> )	BYK College of commerce, Nasik	2003	70.17%
S.S.C. (Std. 10 <sup>th</sup> )	Kilbil St Josephs High school, Nasik	2001	72%

\*Aggregate upto Dec 2011

**Additional Qualification**

- German language Level A1 from Max Müller Bhavan, Pune
- Computer Skills: MS OFFICE

**Practical training as a part of IGTC Dual Programme****Elringklinger Automotive Components Pvt Ltd**

**Department:** HR

**(Nov- Dec 2011)**

- Drafting of a Induction manual (employee specific) for the company

**Department:** Marketing

**(June- July 2011)**

- To determine a customer satisfaction index for the company and suggest a action plan

**Department:** Finance

**(Jan-Feb2011)**

- Preparation of Accounting manual
- Accounting policies and procedures followed in a manufacturing firm
- Documents and data required for an IFRS audit

## Academic projects at IGTC

- Advertising - creating a add concept for deodrants.
- Economics -Innovations
- FM - Case study on Maruti
- Marketing - 5 Yrs plan for amt group
- Services Marketing - End to end party services
- Investments - Research paper on IPO under pricing
- Law - Study of constitution of India
- WTO - Fruit processing JV between India - Vietnam -Thialand
- Sales Management - Motivation to employees

## Professional Experience

**Company:** Machine House Pvt Ltd, Nasik

- Worked as a trainee in Administration and Finance Department (**Sept 2008 – Dec 2009**)

## Achievements and Co-curricular Activities

- Have participated and won at state, national and international level for painting competitions.
- Held an Art Exhibition of own paintings and murals in France and Germany (India Week 2010 and 2011)

## Interests:

- Paintings, Reading, Music, trekking and exploring new places.

**Rahul Yadav**

E-5/3/14, Annapurna CHS, Sector-48, Opp. D.A.V School, Nerul, Navi Mumbai, 400 706

+91-9892971694; rahul.p.yadav1986@gmail.com

**Date of Birth:** 01<sup>st</sup> June, 1986**Career Objective**

To work in a position that will enable me to use my sales skills, marketing background and ability to work with people.

**Academic Qualifications**

Qualification	Name of the Institution	Year	Percentage
Post Graduate Programme in Business Administration	Indo-German Training Centre, Mumbai	Feb 2012	70.00 %*
B.E. (Mechanical)	Bharati Vidyapeeth C.O.E, Navi Mumbai	2008	64.44 %
H.S.C. (12 <sup>th</sup> std.)	Modern College, Navi Mumbai	2004	73.50 %
S.S.C. (10 <sup>th</sup> std.)	Indian Education Society, Mumbai	2002	80.53 %

\*Aggregate upto Dec 2011

**Additional Qualification**

- German language - A1 Level from Max Müller Bhavan ,Mumbai
- Post Graduate Diploma in 'Mechanical Process Equipment Design', i.e. Design of static Equipments
- Pro/E-WILDFIRE 2.0, AutoCAD, MS -Office

**Practical Training as a part of the IGTC Dual Programme****Bharat Forge Limited, Pune****Department:** Sales and Marketing**November – December 2011****To study forged components supply to commercial vehicles**

- Calculated the total amount of forging supplied to automobile customers
- Compiled information about capacity expansion and new product development plans of customers
- Prepared a two year demand forecast of forged products like crankshafts, front axle beam, steering knuckles and connecting rods used in commercial vehicles
- Explored new business opportunities for forged components

**Tata Johnson Controls Automotive Limited, Pune****Department:** Materials**June – July 2011****To determine the value addition generated by Customers**

- Categorized the child components of each program into various groups like mechanism, metal, plastic, trim, foam and hardware
- Captured price movement of the child components belonging to above groups of each program
- Calculated value addition considering the selling price and cost price data

**Tata Yazaki Autocomp Limited, Pune****Department:** Supply Chain Management**January – February 2011****To Plan new store of Tata Yazaki Autocomp for Volkswagen Project**

- Identified the total components used in TYA for Volkswagen Project
- Segregated the components considering the ABC classification
- Calculated the total area required for storage of components considering the inventory level
- Standardized packing size for local raw materials

**Academic Projects at IGTC**

- Marketing plan for Maruti Suzuki Versa
- Business plan for car wash outlet
- Business plan for kids party organising company
- Fundamental analysis of Jindal Steel Works
- Analysis of distribution process of Honda generators

**Industrial Training as a part of Engineering Curriculum****Jacobs Engineering, H&G House, Navi Mumbai**

- Design of shell and tube heat exchanger of AES type

**April 2007 – April 2008****Professional Experience****Morfeus Design Private Limited, Andheri (E), Mumbai****Designation:** Sales and Marketing Executive**November 2008 – April 2010**

- Cold calling / prospecting of new customers
- Maintaining a database of prospective customers
- Making proactive calls at various dealership outlets
- Building relationship with corporate entities
- Arranging plant visit for customers
- Giving customized presentation to customers
- Collecting testimonial from customers
- Ensuring customer satisfaction by increasing their engagement level

**Achievements and Awards**

- Awarded as the best performer for converting eight deals within a period of six months of joining at Morfeus Design Private Limited
- Participated in the Standard Chartered Mumbai Marathon 2012 to support the 'Mother & Child Foundation', which creates awareness against malnutrition

**Co-curricular Activities / Interests**

- Volunteered in security department of ABHIYAAN-2005 held in engineering college
- Played for engineering college cricket team

**Rohit Prasad**

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**D.O.B. :** 25th August 1985

**Career Objective**

To build a managerial career with a German organization with a strong set of values, systems and processes; and an open culture of innovation that will give me a platform for continuous self-improvement and growth

**Academic Qualification**

Qualification	Name of the Institution	Year	Percentage
Post Graduate Programme in Business Administration	Indo German Training Centre, Mumbai	2012	69% *
Post Graduate Diploma in Software Technology	Centre for Development of Advanced Computing	2008	Course Completed
B.Sc. (Information Technology)	Vidya Prasarak Mandal's College of Arts, Science & Commerce, Mumbai	2008	59.5%
H.S.C. (Std. XII)	Bharat English School & Junior College, Pune	2004	53.9%
S.S.C. (Std. X)	Mar Ivanios School, Pune	2001	77.1%

\* Aggregate up to Dec 2011

**Additional Qualification**

- German language Level A1 certificate from Max Mueller Bhavan, Mumbai with 81%
- Computer Skills: MS Office, SQL Server, Software Testing

**Practical training (as a part of IGTC Dual Programme)****Lanxess India Private Ltd**

**Department:** Competency Development Centre

**Nov-Dec 2011**

- Analysed the impact of setups and parameters in ERP on daily transactions
- Investigated the flow of transactions in Accounts Payable, Accounts Receivable and ultimately to Ledger
- Generated HQ reports from the database of ERP application used in decision making

**Department:** Competency Development Centre

**Jun-Jul 2011**

- Benchmarked the purchase process flow and captured its impact
- Examined variants in a purchase process, their origins and resulting actions
- Demonstrated the actions that gave to rise variants in purchase process and the resultant documents

**Department:** Competency Development Centre

**Jan-Feb 2011**

- Optimized and reduced the steps and cost involved in the monitoring and reporting activities of the Axapta servers without reducing the effectiveness of the current system
- Learned the architecture of the system so as to research alternative software applications

#### **Academic projects at IGTC:**

- Analysed financials of automobile ancillary industry
- Evaluated the impact of Indo-EU FTA on Indian automobile industry
- Sales pitch to supply innovative 'Lytro' camera units to Apple to include in their devices
- Prepared a marketing strategy for 'Aakash' tablet in India
- Formulated a business plan for a niche birthday party organizer 'Party Elves' offering customized party solutions
- Sales evaluation of VIP industries

#### **Professional Experience:**

##### **Kotak Securities (Paramatrix Technologies Pvt Ltd)**

Software Associate

**Jan 2009-Aug 2010**

- Worked as SQL developer. Experience in SQL Server 2000, 2005 and 2008
- Implementation of business logic in backend for online trading of Kotak NCDEX exchange using SQL Server Integration Services(SSIS)
- Set up the first ever SQL Server Reporting Services(SSRS) server at Kotak's Ahmedabad Commodity Exchange using Oracle as backend

#### **Achievements & Awards**

- Best student award in Std. VIII
- Prizes in intra-school and inter-school quiz competitions
- 1<sup>st</sup> and 2<sup>nd</sup> prize in badminton in college for two years successively
- 2<sup>nd</sup> prize in volleyball at district level meet

#### **Co-curricular Activities/ Interests**

- Playing and watching sports
- Surfing technology and car forums
- Listening to music and reading
- Travelling

**Shilpa Sood**

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DOB: 8<sup>th</sup> August 1981**Career Objective**

To be part of a reputed organization that provides a steady career growth along with job satisfaction & challenge and to give valuable contribution in the success of the organization.

**Academic Qualifications**

Qualification	Name of the Institution	Year	Percentage
Post Graduate Programme in Business Administration	Indo German Training Centre, Mumbai	Feb 2012	81*
P.G. Diploma in Mass Communication	Bhartiya Vidya Bhavan, New Delhi	2005	67.29
B.E. in Extc	JDIET, Amravati University	2003	68
AISSCE (12 <sup>th</sup> Std)	Delhi Public School, M.P.	1999	70
AISSE (10 <sup>th</sup> Std)	Delhi Public School, M.P.	1997	78

\*Aggregate upto Dec 2011

**Additional Qualifications**

- Level B2 in French Language from Alliance Francaise de Delhi
- Level A1 in German Language from Max Mueller Bhavan, Mumbai

**Practical Training as a part of the IGTC Dual Programme****Endress+Hauser India Pvt. Ltd****Department: Sales****Nov-Dec 2011**

- Understanding the commercial terms used while sourcing an order
- Sizing and Pricing for various products of the company
- Creating quotation through SAP R/3

**Department: Market Communications****Jun-Jul 2011**

- Managing and maintaining the Strategic Customer Database of industries in SAP R/3 and train the users to update the same according to required standards

**Department: Market Communications****Jan-Feb 2011**

- Coordinating the Water Expo (held in Mumbai) and Customer Event (held in Delhi)
- Content writing for *Connections*, the company's internal magazine
- Assisting the creative team in designing the backdrop for the Customer Event

**Academic Projects**

- Services marketing plan for niche party organizers

- Marketing Plan for remote controlled electrical appliances
- Business Plan for setting up a Bottled Mineral Water Plant
- Analyse the distribution and logistics process for Automobiles

## Professional Experience

### Tata Consultancy Services

Nov 2009-Jul 2010

#### Designation: Team Leader Dow Procurement-MRO

- Managing a client servicing team of twenty
- Ensuring prompt delivery of service to the responsible clients in order to achieve the operational performance indicators like Service Level Agreements
- Understanding all the cross-functional interdependencies
- Analyzing the data trend, transitioning new roles and working on the operating discipline

### Dow Chemicals International Pvt. Ltd.

Jan 2007-Oct 2009

#### Designation: Work process Leader, MRO- Procurement

- Providing insights and actionable recommendations to ensure client satisfaction
- Ensuring correct sourcing of the orders
- Resolving all the process and system related queries
- Performing Root Cause Analysis
- Establishing a deep understanding of Dow operating principles, standards and processes; and ensuring they are maintained, updated, improved and implemented

## Achievements

- Implemented *Low Value Procurement* for Dow India
- Selected for a *Vendor Development Project* for vendors of Dow Europe
- Created a *SIPOC* and *FMEA* for the procurement process for DOW MRO-Europe
- Completed a *Six-Sigma Project* for improving the overall efficiency of the MRO Operate team which resulted in an annual saving of USD 87,000
- Saved USD 137 per employee per month via a Six-Sigma Project which targeted reducing the Blocked Invoices for Price Difference
- Completed a *Yellow Belt Project* titled "*Learning Optimization Project*" which targeted creating a process dependent process
- Ranked first during my PG Diploma in Mass Communication

## Extra Curricular Activities

- President of Electronics and Technocrats Association during B.E.
- Completed a 3 year course of Classical Music (Vocal)
- Completed beginners level of Jazz from Danceworx
- Chosen as one of the Top 5 students of the college during B.E.
- Member NSS (National Social Service) during 1999 and 2000
- Lead a project on Ultrasonic Detection and Ranging in final year B.E.
- Staged a French Play by Molière – *Le Malade Imaginaire* (The Imaginary Invalid)

**Shoaib Shaikh**

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**D.O.B.** : 15<sup>th</sup> January 1987**Career Objective**

To excel as a marketing professional while applying my skills in market research methodology

**Academic Qualification**

Qualification	Name of the Institution	Year	Percentage
Post Graduate Programme in Business Administration	Indo German Training Centre, Mumbai	Feb 2012	73 %*
B.E (Mechanical)	AISSMS's COE, Pune	2008	61.8%
H.S.C. (12th std.)	P.O Nahata college, Bhusawal	2004	83.5%
S.S.C (10th std.)	St. Aloysius High school, Bhusawal	2002	84.2%

\* Aggregate upto Dec 2011

**Additional Qualification**

- German language Level A1 certificate from Max Müller Bhavan, Mumbai
- Computer Skills: Microsoft Office, AutoCAD, ProE

**Practical training (as part of the IGTC Dual Programme)****Behr India, Pune****Department:** Customer Centre**Nov- Dec 2011**

- Co-ordinated between the customer and internal cross functional team
- Executed customer purchase orders
- Used SAP for product costing and commercial quotation preparation
- Computed optimum direct material cost line for condensers used in passenger vehicles

**Department:** After Market**Jun- July 2011**

- Did perceptual mapping of key HVAC brands in the Indian after market segment using SPSS
- Found price increase potential for various products offered by Behr India in the after market
- Explored scope for Behr India to launch new non-OEM products in the aftermarket
- Made 5 year demand forecast for Behr's current as well as the suggested new non-OEM products

**Department:** Customer Centre**Jan- Feb 2011**

- Mapped Behr India's competitors with respect to market share in passenger vehicle category
- Compiled key dimensions and features of products offered by competitors
- Compiled after sales retail prices of products offered by competitors

## Academic projects at IGTC

- Did market research using SPSS to make a business case for Birthday party organizing venture
- Prepared a marketing plan for Fiat Linea
- Worked on a group project for setting up a Fruit processing joint venture with a Thai company
- Prepared a business plan for setting up a Fitness centre

## Professional Experience

### Snap-On Tools Pvt. Ltd. Pune

#### Sales Engineer

Dec 2009 - June 2010

- Direct marketing of industrial cutting tools
- Suggesting tools based on customer application
- Appointing retailers for hand tools

### Xtech India, Pune

#### Management trainee (Business Development)

Sep 2008 - July 2009

- Understanding customer requirement and coordinating with software development team
- Handling customer relationship management activities

## Achievements & Awards

- Won 2<sup>nd</sup> prize for technical presentation on 'Air Powered Car' at intercollegiate competition
- Won best actor award for a Shakespeare play in school

## Interests

- Reading automotive and business magazines
- Playing cricket
- Watching movies



**SUMEDH DIVAKAR TENDULKAR**

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DOB: 03<sup>RD</sup> November, 1985

**Career Objective**

To Finance – Costing profile in a reputed organization where I can effectively develop upon my Finance knowledge base acquired in Financial Management Courses during my Post Graduation (PGPBA), while keeping in touch with Technical aspect of the industry.

**Functional Skills:**

- Current Domain: Finance - Costing & Estimation
- Experience Domain: Marketing & Sales, BTB Market (Aerospace Industry).

**Academic Qualification**

<u>Qualification</u>	<u>Name of the Institution</u>	<u>Year</u>	<u>Percentage</u>
Post Graduate Program in Business Administration	Indo-German Training Centre, Churchgate, Mumbai	Feb 2012	???
B.E. (Mechanical)	Bharati Vidyapeeth College of Engineering, Kharghar, Navi Mumbai	2007	70.0%
H.S.C Science (12 <sup>th</sup> std.)	ICEL'S College, Vashi, Navi Mumbai	2003	74.3%
S.S.C (10 <sup>th</sup> std.)	St. Lawrence High School, Vashi, Navi Mumbai	2001	78.8%

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## Practical Training as a part of IGTC course dual program

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### First Phase Training:

**Volkswagen India Pvt. Ltd, Chakan, Pune**

**(January 2011 to February 2011)**

Department – Indirect Overhead Controlling, Finance

- Understanding Organizational Costing Methodology
- **Analyzing / Standardizing SOP's for Department:**
  - Prepared Standard of Procedures for the whole department in consultation with other departments
- **Forecast Preparation & Budgeting:**
  - Exposure to SAP Finance (FI/CO) Module, Various Cost Budgeting & Forecasting Methods
  - Understanding the procedure for Forecast Preparation for subsequent year, Budget Allocation, procedures for Budget allocation from VW AG & Budget Approval.

### Second Phase Training:

**Volkswagen India Pvt. Ltd, Chakan, Pune**

**(June 2011 to July 2011)**

Department - Indirect Overhead Controlling, Finance

- **Reduction in Rework & Scrap costs in Bodyshop Production**
    - Captured & detailed Bodyshop Production Processes & Systems (PROCESS MAPPING OF ENTIRE FLOW)
    - Detailed knowledge on various Parts / Components / subassemblies / Suppliers which constitute Chassis of the car.
    - Identified areas of maximum scrap / rework on the line
    - Implemented various checks on the line for proper capturing of scrap / rework on parts.
    - Converted these records to calculate cost impact & capturing / highlighting areas which were creating maximum spikes.
    - Highlighting these recordings to Bodyshop for improvements on line.
    - Suggestions to Bodyshop on various Improvements that can be brought on line.
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### **Third Phase Training:**

**Volkswagen India Pvt. Ltd, Chakan, Pune**  
Department – Direct material Controlling

**(November 2011 to December 2011)**

- **Completed Critical Parts Manual**
  - Completed Exhaustive Manual on Critical Auto Parts capturing Pricing, Suppliers & Currency Movements.
  - This manual covers Top 60 Critical Parts (from each segment of a car- Interiors, Exteriors, Powertrain, Chassis, Electrical)
  - This manual acts as ready reference for Part Feature details, Car Model line grid, Current Cost of the part, Breakup of cost (Material + Logistics + Taxes / Duties), Supplier Information (Location, Incoterm, % of total supply handled by him), Alternate Supplier Details, Prices Trend of the Part in last Two Years (with influence of Foreign Currency Movements).
  
- **Additional Tasks -**
  - Project on JIT (Just in Time) parts for effective Material & Logistics cost capture & control
  - Part of Inventory Auditing & Evaluation Team
  - Understanding Complete VW Logistics Structure (both Inbound & Outbound) & Various Costs associated. Prepared presentation on all CKD parts (with help of Taxation team & Logistics Team)

### **Academic Projects**

<b><u>Finance</u></b>	
Mergers and Acquisitions	Voted Best Presentation on Mergers & Acquisition Case study (Spartek Ltd) Voted Best Presentation on Mergers & Acquisition Case study (Cooper Ltd)
Investment Management	Presented Paper on Contrarian Investment Strategy vs Momentum Investment Strategy
Financial Management II	TCS Case Study for Project Evaluation, Projected Income Statement, Tax Shield
Financial Management I	Completed Industry Financial Ratio analysis for ABB Ltd
<b><u>Supply Chain / Operations</u></b>	
Logistics and SCM	Complete Business Plan on Bottled Water Plant (Bisleri) - Including Market Research, Macro Economics, Industry Analysis, Financial Feasibility study (projected Income), Production Management, Supply Chain & Marketing
<b><u>Capstone Project</u></b>	
Capstone Project (In Progress)	Currently undergoing - Business Plan on E-waste Recycling Plant (Completed Industry analysis, Market study, Potential, Financials)
<b><u>Economics</u></b>	
International Business & Trade Policy	Presentation on US Debt Crisis (Sub Prime) & Its effect on Indian Call Centers
Economics for Managers	Presentation on "Cost reduction & its macro economical / organizational effects"

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## Professional Experience

### Work Experience:

Company:

**Godrej Aerospace Division, Godrej & Boyce Mfg. Co. Ltd.** (August 2007 to August 2010)

Sr. Executive, Marketing & Sales

- Division Profile –
  - Manufacturers of High Precision Machined Components / Assemblies, Assembly Production of Brahmos Missiles for **DRDL (Indian Defense)**, Assembly Production of Space Launch Vehicle Engines (Vikas & Cryogenic Engines) for **LPSC, Space Research Centre, India**
  - Assembly Production of Ground System Antennas (up to 14m) for **SAC (Space Application Centre), Gujarat & BEL (Bharat Electronic Ltd), Ghaziabad.**
  - Export Orders including very high precision components manufacturing for Aircraft Actuator Systems, Engine Turbine Shafts.
- Detailed understanding of **Export Logistics, Export Formalities & Obligations.**
- Detailed understanding of **INCOTERMS and its International obligations.**

Job Responsibilities:

Responsible for Complete Order Cycle including -

- **Preparation of Techno and/or Commercial Bid** for the RFQ, submission & follow up
- Participated in **Tender Openings, Negotiations & Order Receipts.**
- **Complete Purchase Order Analysis** after receipt for **Technical, Commercial & Legal Obligations** mentioned in the contract.
- Order Entry / Initiation in ERP system & conducting Kick-Off Meeting with Production & Support team
- After Order completion, handling complete billing formalities and dispatch formalities
- Payment follow up & subsequent order closing and analysis.

Offline Projects undertaken / activities handled during Godrej Tenure:

- Study of Foreign Currency fluctuations & commodity trends & its effect on current & future orders.

## Extra-Curricular Activities

- Learnt German Language Level A1 at Max Muller Bhavan
  - Reading – Novels, History, Literature
  - Listening Music, Playing Guitar
  - Sports (Swimming, Football, Cricket)
  - Trekking & Adventure Sports
-

**Vaishali Baid**

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D.O.B. : 15th March 1987

**Academic Qualification**

Qualification	Name of the Institution	Year	Percentage
Post Graduate Programme in Business Administration	Indo German Training Centre, Mumbai	Feb 2012	69% *
B.TECH (Biotechnology)	Amity University , Noida	2005- 2009	7.70 CGPA
AISCE (12 <sup>th</sup> std.)	Modern Public School , Delhi	2005	84%
AISSE (10 <sup>th</sup> std.)	Queen Mary's School , Delhi	2003	83%

\* Aggregate upto Dec 2011

**Additional Qualification**

- Six Sigma Green Belt (British Standard Institute)
- Computer Skills: MS Office
- German Language - Level A1 certificate from Max Müller Bhavan, Mumbai

**Practical training as a part of the IGTC Dual Programme****Dr Oetker Pvt. Ltd. (Fun Foods Pvt. Ltd), New Delhi, India****Department:** Human Resource & Administration**Nov- Dec 2011**

- Drafted and created policy manuals and agreements
- Coordinated and organized various training programs
- prepared manpower planning and organization hierarchy
- Devised and conducted events in office for cultural interaction
- Negotiated and executed contracts with vendors as per requirement

**Department:** Accounts and Finance**Jun- Jul 2011**

- Maintained a systematic record of financial transactions
- Ascertained the financial position of the company via profit and loss account of the business

**Department:** Techno - Commercial**Jan- Feb 2011**

- Analyzed the product portfolio of company from a commercial perspective
- Worked to surpass consumer expectations by innovating products and concepts
- Studied and documented Prevention of Food Adulteration

### Academic projects at IGTC:

- **Marketing strategy** of Bingo Chips (ITC) for Brand Recall
- Analysis of Microfinance in India in **Managerial Economics**
- Prepared **Business plan** for a niche Specialty Party Organizing firm – CLOUD9
- Study of inception and growth strategy of HDFC Bank
- Created **Advertising Plan** – Print Media, for Wildstone Deo

### Professional Experience:

**Nestle India Ltd.**, New Delhi, India

**Jan – Jun 2010**

*Nutrition Officer*

**Profile:** Marketing of Infant Products (Cerelac ,Lactogen, NAN)

- Generated profit for the company by developing a plan to bridge the gap between prescribing habits of doctors and consumers use of infant products
- Conducted market research, identified segment and developed a business plan to launch products for pediatricians
- Presented on development of business in North Zone, Delhi in a PAN India meeting

**Britannia Industries Ltd.**, New Delhi, India

**Jun – Jul 2009**

*Intern (As a part of Biotech curriculum final year B Tech)*

- Worked on TQM of Marie Gold - Verification and standardization of the process parameters for consistent delivery
- Analyzed the overall production work in a manufacturing unit
- Worked on continuous improvement of quality of products to set standards

**SCL (SOMANY CERAMICS)**, New Delhi, India

**Jun – Aug 2008**

*Intern (As a part of Biotech curriculum B Tech)*

- Conducted market research on competitive analysis of tile firms in India
- Researched on Competitive Analysis of Somany Tiles on Consumer Perception & Satisfaction
- Conducted a survey on Customer Perception about Brand Image and Logo

### Scholarships

- Awarded **BAYER SCHOLARSHIP** of Rs 50000 in 2011
- Rewarded **25% B.Tech fee waiver** by Amity University for outstanding performance in AISSCE in 2005
- Awarded **scholarship of Rs 3000** by Modern Public School, for outstanding performance in AISSE in 2003

### Co-curricular Activities

- Won a certificate for organizing Urooj'08 fest in Amity University
- Active member of theater community in Amity University
- Member of Corporate Resource Centre, placement cell Amity University
- Trained students in Nanotechnology at Appin Knowledge Solutions

**Vipin Pillewan**

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**Date of Birth:** 7<sup>th</sup> July 1987**Academic Qualification**

Qualification	Name of the Institution	Year	Percentage
Post Graduate Programme in Business Administration	Indo-German Training Centre, Mumbai	Feb 2012	63%*
B.E (Electronics)	D.Y.Patil College Of Engg & Tech., Kolhapur	2008	63.56%
H.S.C. (12 <sup>th</sup> std.)	L.B.S.H.,Bhandara	2004	72.83%
S.S.C (10 <sup>th</sup> std.)	L.B.S.H.,Bhandara	2002	73.20%

\*Aggregate upto Dec 2011

**Additional Qualification**

- Computer Skills: MS OFFICE, AutoCAD
- Basic knowledge of C language
- Basic German language

**Practical Training as a part of the IGTC Dual Programme****Endress + Hauser India Pvt. Ltd. Mumbai****Department:** Logistics

November - December 2011

To learn all important documentation require in dispatch function

- Understand how to analyze FG report
- Learn basics of billing, how to plan billing with the help of FG report
- Co-ordinate with warehouse people for dispatch documents and follow-up for the same
- Check invoices and forwarding to the regional offices
- Handle the record of dispatched documents
- Make draft for High Sea Sales, prepared bank documents (e.g. LC documents, Bank Guarantees etc.)
- Co-ordinate with A.T.C.(Clearing and Shipping agent)

**Endress + Hauser India Pvt. Ltd. Mumbai****Department:** Logistics

June – July 2011

To study the procedures which are come under dispatches of the goods. Also the following:

- Understand more detailed about Quote to Cash Process
- Learn to create service invoices, retail invoices, manual invoices
- Study how to make delivery note to issue road permit
- Inform customers and regional offices about delay of delivery
- Inform customers about material readiness, follow-up for PI payment, road permit and dispatch clearance

**Endress + Hauser India Pvt. Ltd. Mumbai**

**Department:** Logistics

January – February 2011

To understand how company works and functions under logistics. Also the following:

- Learn about overall working process of the company
- Learn Order Management basic process
- How HO co-ordinates with warehouse and production centres
- Help to implementation of automated order acknowledgement system through SAP
- Inform customers and respective regional offices about their delivery schedules and actual dispatched details
- study about documentation required for dispatches

### Academic Projects

- Marketing plan for Wireless Chargers
- Business plan for Transformer Manufacturing
- Business plan for kids party organising company

### Working Experience

#### Precise Electricals, Thane (W)

**Designation:** Marketing Engineer

February 2009-August 2010

- Transformer manufacturing company. Like Current Transformer, Potential Transformer, Voltage Transformer, Lighting Transformer & Reactors
- Visiting the customers on regular basis and solve the queries they have pre and post orders
- Regular follow-up on telephone
- Site visiting to understand clients problem
- Planning for the proper deliveries of the material
- Also worked as a production engineer
- Team member of ISO QMS

### Achievements and Awards

- B.E. Final year project on “Smartcard based attendance register”
- Participated in “National Level Explitron Competition” at Baramati
- Vocational training at “Claritas Power System Solution, Pune”
- Vocational Training in P.L.C at Ghatge Engineering Automation Services, Kolhapur

### Co-curricular Activities / Interests

- Participated in singing competition during college events
- Participated in weight lifting competition
- Played cricket in inter-school competition

**Zenia Vajifdar**

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**Date of Birth:** 1<sup>st</sup> December 1987

**Academic Achievements**

Qualification	Name of the Institution	Year	Percentage
Post Graduate Program in Business Administration	Indo-German Training Centre, Mumbai	Feb 2012	77.00%*
B.A (Psychology)	N. Wadia College, Pune University	2008	72.16%
H.S.C (12 <sup>th</sup> std.)	St. Mira's College of Science	2005	57.00%
S.S.C (10 <sup>th</sup> std.)	St. Anne's High School, Pune	2003	79.86%

\*Aggregate up to Dec 2011

**Educational Achievements**

- PGDHRM from Symbiosis Institute of Business Management, 2009
- Co-authored a case study on Tata Nano - A Strategic Perspective
- Completed A1 Deutschkurs from Max Mueller Bhavan with 94%
- Completed Certificate Course in Graphology from the Institute of Graphology, Pune
- Founding member of "Feed a Child" initiative, a project to feed street urchins every night
- Headed the 3<sup>rd</sup> World Zoroastrian Youth Congress as President in 2003
- Scaled Annapurna Base Camp at the age of 15 and Bhargu Peak as an instructor
- Computer Skills: MS OFFICE, SPSS

**Practical Training as a part of the IGTC Dual Programme****Behr India Limited, Pune**

**Department:** After Market

**Nov – Dec 2011**

- Performance Analysis of Automobile Sector in India
- Analysis of model-wise performance of the Automobile Industry till 2016
- Analysis of the growth and requirements of Behr India accordingly
- Forecast of monthly inventory levels for 2012

**Department:** Procurement

**Jun – Jul 2011**

- Study of the impact of currency fluctuation on International Purchasing
- Study of the trends in ForEx fluctuations
- Finalisation of the best mode of payment
- Elimination of errors in the Behr Scope Reporting process

**Department:** Human Resources

**Jan – Feb 2010**

- Design and update of a Competency Skill Matrix for employees
- Structure of basis for appraisal approval
- Update of the training calendar for 2011 – 12

## Academic Projects at IGTC

- Fundamental Analysis of Reliance Industries in the Oil Sector
- Analysis of stock price of Gillette India Ltd (Capital Asset Pricing Model)
- Research Analysis of Momentum Investment Strategy v/s Contrarian Investment Strategy
- Business Plan to set up a Solar Water Heater plant
- Business Plan to set up a service-provider of Niche Party services

## Professional Experience

### Voices HR, Pune

Feb 2010 - July 2010

**Designation:** Freelance Trainer

- Training in English Grammar, Speaking Skills, Soft Skills & Customer Service

### National HRD Network, Pune

Sept 2009 – July 2010

**Designation:** Chapter Co-ordinator

- Co-ordination of Chapter financial activities
- Planning, organizing and arranging training activities and workshops
- Increasing member base/ handling current member portfolios
- Working with students on “institution – industry shift”
- Handling CSR function – environmental awareness
- Interface and collaboration with the National Body and other Chapters

### Madhavi Kapur Foundation, Pune (NGO)

Jan 2009 – Aug 2009

**Designation:** Project Co-ordinator (Education in rural schools)

- Designing project outline, timelines and arranging for required external support
- Content Development
- Planning and execution of weekly classes
- Shooting, editing and quality check of study films
- Distribution of study films to all adopted schools across the State

## Co-curricular Activities

- Been part of the Organizing Team at the National Education Foundation for Enduro3, India's Only Adventure Race for 5 years
- Trekking, camping and adventure sports. I have trekked in the Himalayas twice and numerous times in the Sahyadris. I have also indulged in sky diving, para gliding, para sailing, rock-climbing, waterfall rappelling
- Played a lead role in Shakespeare's "Mid Summer Night's Dream" which was staged thrice in Pune
- I have acted in and directed one act plays in school and college ( Best Director's Award at college level)
- Debates and elocution – Participated in various competitions and sometimes won Best Debater's Award
- Teaching English at 'Eklavya' – a school for the under-privileged
- Former President of the Zoroastrian Youth Association, a local youth charitable organization involved in community work and activities for the youth
- Core Committee Member for the All India Zoroastrian Youth Meet in 2010