

# AYUSH PAREEK

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## Summary

- Driven Business Analyst with more than 3 years of experience leading cross-functional projects programs within the telecom sector, with a specific focus on clients and technology. Adept at navigating complex issues utilizing knowledge to harness data and drive change.
- Talented communicator, able to strengthen relationships with peers and senior leadership, build consensus, and elicit clear decisions from clients and all levels of stakeholders.
- Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience as a manager, coordinator and engineer.
- Excel in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line.
- Offer advanced computer skills in MS Office Suite and other applications/systems.

## Key Skills

Process improvement	Profit & loss	Office Management	Staff Development & Training
Strategic planning	Performance metrics	Meeting & Event Planning	Spreadsheet & Database Creation
Data management	Change management	Teambuilding & Supervision	Expense Reduction
Financial analysis	Project lifecycles	Report & Document Preparation	Policies & Procedures Manuals
Relationship management	Risk management	Inventory Management	Accounts Payable/Receivable

## Experience

Samsung Telecom project

2015 to Present

**Project Manager,** May 2016 to present

Repeatedly appreciated whole year tenure with Comm4 Telecom, culminating in current responsibility for coordinating all project functions and supervising a team of twenty professionals. **Results:**

- Developed efficiency-enhancing workflow/process improvements that made it possible to accommodate increasing responsibilities necessitated by staff reductions.
- Decreased office expenditures 15% by implementing needed controls • Increase the profit to company by covering 3 CDP's in place of one.

### Role played:

- Assist with planning projects

- Assist with project documentation
- Ensure all commitments are met in accordance to the goals and objectives of the project
- Manage and coordinate change activities
- Coordinate all relevant departments' activities to ensure smooth flow
- **Managing router and software upgradation, monitoring router.**

Geeta Solar

2014 to 2015

### Project Manager

Served as manager after a big project of 100kW in past project in Udaipur and provide some new project to company by dealing with new customer like kharoliwal hospital in kota. **Results:**

- Got appreciation to maintain deadline and awarded extra reward for completing work in 1/3 time of actual time.
- Got rewarded for best planning and best utilization of deadline sheet. **Role :**
- Designed Photovoltaic solar systems for residential and commercial customers. This includes detailed array layouts and one-line schematics.
- Filed interconnection applications with utilities.
- Performed troubleshooting using monitoring systems to determine health of PV installations. Worked with customers to suggest diagnostic strategies.
- Surveyed and evaluated potential solar sites to examine shading, obstructions, and electrical service.
- Reviewed project installation photos for quality control and provided feedback to installers in order to ensure efficient and code-compliant installations.
- Researched products and established relationships with vendors.
- Developed proposals that included preliminary design, cash-flow analysis, incentives information, and cost of the project.
- Managed installation crews for a project that involved delineating tasks, scheduling, recording inventory, and following up with team members.
- Created an excel-based database to keep log of installers' regular and overtime hours.

### Education

S. No.	Standard	Institution	Board/University	Year	Percentage/ Grade
1	PGDM (Operation)	We School	Welingkar Institute of Management Development and Research Mumbai	2019	I
2	B.Tech (ECE)	Poornima Group of Institutions, Jaipur	Rajasthan Technical University, Kota	2015	I
3	XII	Tagore Public School, Jaipur	CBSE	2011	I

4	X	Tagore Public School, Jaipur	CBSE	2009	I
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### Relevant Skills

- Strong project management skills
- Demonstrated ability to research and consolidate information
- Ability to maintain confidential information
- Exceptional communication skills
- Excellent organizational and time management skills
- Ability to manage complex spreadsheets

### Training

- Taken training from REIL Kanakpura Jaipur.
- Internship of Jaipur Technical Festival and expo 2014 for 1.5 month.

### Strength

- Hardworking
- Adaptive and flexible
- Leadership
- Critical thinking: Decision making skills
- Ability to quickly grasp and apply newly learn concepts

### Project

- Completed patch antenna for booster design which was rewarded in Department of Science.
- **Secure helmet** In this project I made a helmet without which if you will start the bike then it will not start and if you will remove helmet while driving then it ll behave like u have switch of the ignition.
- **Spy robot** In this project I have designed a robotic car control by mobile and we can use it for spy work for voice and video recording.

## Achievement

- Won *Gold medal* at International level in Nepal on 24 May 2013 in *Taekwondo* Won National *Bronze* medal in *Taekwondo* competition in Pilani.
- Project selected for DST “Patch antenna for underground floors”.
- Played a lead role in Jaipur Technical Festival in organizing team as Coordinator.
- Continuous 3 year experience of being an editor for each semester newsletter.
- A lead role work as an editor for college magazine.
- AMCAT Certified with following percentile:  
English: 88.5  
Quantitative Ability: 75.7  
Computer Science and Programming: 67.9  
Logical Ability: 52  
Telecommunications: 61.5
- Submitted abstract in indo japan conference on 23<sup>rd</sup> Sept 2015.
- Awarded 3<sup>rd</sup> rank in Manipal University and IIMET College for project on helmet.
- Have experience of organizing fest event in tech-fest AAROHAN
- Participated as Coordinator in Jaipur Technical Festival- An international clean and green expo’14, organized by ISHARE, ISLE and Club First on 15<sup>th</sup> to 17<sup>th</sup> February. 2014.

## Personal Detail

- Father Name : S. P. Pareek
- Martial Status : Married
- Date of Birth : 15<sup>th</sup> Oct. 1993