

# ASWANI BABY RAJ

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## PROFILE

Dedicated Project Management professional with a foundation in Electrical and Electronics Engineering. Proficient in project planning, scheduling, and resource management using MS Project. A skilled troubleshooter of electrical issues with a commitment to implementing quality assurance measures. Possesses strong analytical and problem-solving abilities.

## EXPERIENCE & PLACEMENTS

### PROJECT MANAGEMENT INTERN

Think Pacific, UK

September 2022 - December 2022

- Developed an action plan for Namosi Eco Retreat
- Utilized MS Project for Gantt chart preparation to visualize project timelines and dependencies.
- Contributed to the integration of small farms and tourism concepts.
- Acquired industry-specific skills.
- Supported development initiatives.
- Participated in meetings for project status reviews, documenting meeting minutes and action items.
- Conducted data analysis to identify trends, risks, and issues, and reported findings to the project team.
- Participated to the development and improvement of project management processes and procedures.

### HR INTERN

GAO Tek Inc., CANADA

January 2021 - June 2021

- Utilized social media and job boards to advertise vacancies.
- Conducted interviews to assess participant eligibility.
- Recruited and screened potential candidates.
- Managed HR processes and data using Bitrix24 platform.
- Prepared reports and presentations for management using MS Word and MS PowerPoint.
- Assisted in project planning and scheduling using MS Project.

### HR INTERN

TORRY HARRIS PVT. Ltd., INDIA

June 2019 - August 2019

- Collected employee information and maintained records.
- Assisted with data entry and minute-taking.

### ASSISTANT ELECTRICAL ENGINEER

A.K.L & COMPANY, INDIA

February 2014 - March 2018

- Troubleshoot electrical issues and implemented corrective actions.
- Implemented quality assurance measures to improve production.
- Assisted in the installation of electrical systems and equipment.
- Assisted in the development of business cases, project planning, communication, and implementation.
- Provided to the implementation of lean manufacturing principles within the projects and facilities team.

## EDUCATION

- **Msc Project Management** (with Advanced practice)  
Teesside University, UK (Sept. 2021- June 2023)

- **Masters of Business Administration**

CET, Kerala Technical University, India (June 2018- April 2020)

- **B. Tech, Electrical and Electronics Engineering**

University Of Kerala, India (July 2009- Nov.2013)

## **CERTIFICATIONS**

- Career Essentials in Project Management - Microsoft and LinkedIn
- Kickoff Agile and Kickoff Waterfall - Project Management Institute
- Procore Certified: Project Manager (Project Management) - Procore Technologies
- PG Diploma in Electrical Designing & Engineering - National Centre for Labor and Learning
- AutoCAD Certification - Electrical 2D & 3D

## **CONFERENCES AND WORKSHOPS**

- Certificate of participation for attending the workshop "Start-up Fundraising" at EXIMIUS 2019, the entrepreneurship summit of IIM Bangalore.
- Presented a paper titled "Premerger versus Post Merger Performance Evaluation of Public Sector Banks" at the Strategic Management Forum international conference organized by Indian Institute of Management Ranchi and Entrepreneurship Development Institute of India.

## **KEY SKILLS**

Electrical Engineering Skills:

- Power Systems Analysis
- Electrical Design
- Troubleshooting
- Quality Assurance Measures
- Installation of Electrical Systems
- Lean Manufacturing Principles

Project Management Skills:

- Project Planning and Scheduling
- Resource Management
- Gantt Chart Preparation
- Data Analysis
- Process Improvement

Communication and Coordination:

- Strong Communication Skills
- Coordination of Multiple Projects
- Cross-functional Team Collaboration

Software Proficiency:

- MS Project
- MS Office Suite (Word, Excel, PowerPoint)
- Bitrix24 Platform
- AutoCAD (Electrical 2D & 3D)

Analytical and Personal Skills:

- Strong Analytical and Problem-solving Abilities
- Attention to Detail
- Multitasking