|  |  |
| --- | --- |
|  | **Suraj Singh Rawat**  ***+91-8178847510***  ***+91-8447230339*** *rawatsuraj14@yahoo.com* |

# KEY SKILLS: Telecom Project Management, Project Planning, Project Implementation, Project Delivery, Project Deployment, Quality Assurance, GapAnalysis, Risk Analysis and Control, Liaison and Coordination, Documentation, Documentation Verification, TeamManagement, Customer Relationship Management,Resource Management, CISCO Network Devices Deployment, NOKIA IXR-R6-T4 Devices Deployment LTE, VoLTE,MPLS,MIS Preparation, Material Management, Quality Management, Telecom Infrastructure Management, ITIL Process Management, Customer Service Management, Customer Satisfaction.

**Experience: Around 8 Years In-depth Experience in Telecom and ITS Industries. Handled varied profiles in Program/Project management, Administration, Supply Chain Management and Operations.**

# Expert in Tools& Database/Software:MS Excel, MS Access, MS Power Point Presentation, BAAN, Portico, SAP

# FICO, Primavera P6, Primavera Project Planner, Siteforge, GIS, ArcGIS, MS Visio, EMS, SQL,Oracle,TeamViewer.

**Organizational Experience**

**Organization: M/s. Alcatel-Lucent India Limited**

**Location: Gurugram**

**Duration: Nov 2019 to Nov 2020**

**Project/Location: Nokia Model 4 (PAN India)**

**Roles & Responsibilities:**

* Responsible for quick resolution ofInfra, Power, fiber Issues and Interacting with Customer’s Service Partners till delivery.
* Responsible for Tracking & monitoring Progress of Project Activities and share Day to day progress reports to higher Management and Customer.

**Organization: M/s. STCS India Pvt. Ltd.**

**Location: Gurugram**

**Duration: July 2018 to June 2019**

**Project/Location: Airtel Extreme/Ciena (PAN India)**

**Roles & Responsibilities:**

* Responsible for RFI Survey for PAN India.
* Responsible for Validation of RFI Survey reports for PAN India.
* Responsible for day to day planning of RFI Survey for PAN India.
* Responsible for quick resolution ofInfra Issues (Space and power), fiber Issues and Interacting with Customer’s Central Team, Circle Team and Other vendors till delivery.
* Responsible for making Material Capitalization reports and share to Customer on weekly and monthly basis.
* Interacting with other departments for seeking quick resolution till delivery.
* Responsible for Tracking & monitoring Progress of Project Activities and share Day to day progress reports to higher Management and Customer.

**Organization: M/s. Infinity labs**

**Location: Indore, MP**

**Duration: Feb 2017 to feb 2018**

**Project/Location: Reliance Jio LTE/ CISCO (MP)**

**Roles & Responsibilities:**

* Monitored development activities; reporting project progress and providing technical support to project team; Implementing project plans within pre-set budgets and deadlines; administering overall project scope, resourcing and requirements during project(s) life cycle, oversaw project scope to ensure adherence to all SLA.
* Prepare documentation required during project life cycle.
* Representing team from war room for project speed up, interacting with other departments for seeking quick resolution till delivery.
* Requirement analysis project planning, monitoring & control, risk analysis.
* Handling end-to-end management of project deliverables with Control of Engineers and external vendors for optimization of turnaround time.
* Driving the field team for timely and first-time right implementation.
* Providedtraining, advice and guidance to Engineers and technicians for I&C, Integration and ATP of CISCO Network devices.
* Manage the project scope utilizing the appropriate change control process and ensure that projects are delivered within agreed scope & time.
* Responsible for I&C of CISCO (ASR 9010, 903, 901, 920 O, 3925E, 6001) CIENA (6500 Slot 2/14) and ALU (PSS 32 and PSS 4 Devices for MP Circle.
* Responsible for Making of Visibility of Network to NOC.
* Responsible for material planning and follow-up for for MP circle for Cisco.
* Responsible for Work allotment to Venders in Site forge Software.
* Responsible for day to day planning of I&C and ATP-1A for vendor work, field engineers and technicians.
* Responsible for Plan and Schedule project activities and ensured its completion according to schedule.
* Responsible for monthly consumption posting and reconciliation of material for MP circle.
* Responsible for Deployment the CISCO Network Devices End to End.
* Provide the Technical support to Field Engineer for Fault resolution.
* Responsible for all necessary documents’ creation related to project activity.
* Responsible for Tracking & monitoring Progress of Project Activities on daily basis.
* Responsible for share Day to day progress report to Management and Customer.

**Organization: M/s. GTL Infrastructure Ltd.**

**Location: Mumbai, Maharashtra**

**Duration: Aug 2016 to feb 2017**

**Project/Location: Reliance Jio LTE/ Idea/Airtel (Pan India)**

**Roles & Responsibilities:**

* Responsible for day to day planning with Circe teams for infra equipment I&C.
* Follow-up with Circle Teams for I&C documentation.
* Create applicable reports with respect to the project status.
* Responsible for fault resolution on EMS Software.
* Collate various project status reports on the programs and submit them to manager every week
* Responsible for generating I&C report and share to Circle teams on Daily and Weekly basis.
* Coordinating with different departments according to project requirement.
* Responsible for Tracking and monitoring of I&C Compliance report.
* Plan and schedule various activities related to I&C of telecom Infra equipments.
* Coordination and Implementation of RJIL RFE1 Project Delivery.
* Data Validation and maintaining on regular basis.

**Organization: M/s. ZTE Telecom India Pvt. Ltd.**

**Designation: BSS Engineer, Implementation**

**Location: Kolkata, West Bengal**

**Duration: Feb 2015 to Feb 2016**

**Project/Location: Aircel LTE/4G / (ROWB)**

**Roles & Responsibilities:**

* Responsible for DPR Updating of LTE MRO and Commercial Deployment and sharing on daily basis.
* Updating DPR, LTE MRO and Commercial Deployment Trackers and Sharing on Daily basis.
* Responsible for Project Implementation and Planning with Team and Vendors.
* Responsible for day to day planning of vendor work, field engineers and technicians.
* Responsible for Material planning and follow up with warehouse and Suppliers.
* Responsible for all necessary document’s creation related to project activity.
* Responsible for Work allotment to Vendors in Primavera Project Planner Software.
* Responsible for I&C, Integration and ATPof ZTE Indoor BTS ZX SDR BS8800 and Outdoor ZX SDR BS8900.
* Responsible for Punch points clearance.
* Responsible for end to end follow-up with NOC to support site integration.
* Responsible for logging, filing and tracking all necessary documents.
* Responsible for monitor the RF activity and get daily progress from the RNO, s.
* Responsible for supervising the troubleshooting to field engineers regarding BTS, Txequipments, KPI monitoring of RF and Tx, of sites on daily basis and if fault occurs: supervise teams on the field.
* Responsible for meeting with Customer for SLA targets.
* Responsible for Tracking & monitoring Progress of Project Activities on daily basis.
* Responsible for Maintain Plan for New RFI with Customer and Support to Soalpar Team for RF and RFI Survey.

**Organization: M/s. Samsung India Electronics Pvt. Ltd.**

**Designation: Executive, Network Biz.**

**Location: Gurugram, Haryana**

**Duration: Sep 2013to Feb 2015.**

**Project/Location–Reliance LTE/4G/Delhi NCR**

**Roles & Responsibilities:**

* Provide advice, guidance and support to Solpar Team for making RFI and I&C, ATP 11A and Quality Documents.
* Responsible for Validation of RFI survey and ATP 11A, I&C Documentsand upload in GIS Software.
* Coordinate with Solpar team for perform ENB Installation, Commissioning, Integration tasks.
* Responsble for Tracking & monitoring Project progress.
* Responsible for Work allotment to SOALPAR team in GIS Software.
* Responsible for Acceptance of RFI Survey, ATP-11 A, Quality document, Submitted by SOLPAR Team.
* Coordinate with Solpar team for end to end successful I&C, Integration, ATP-11A.

**Organization: M/s. Flextronics (India) Pvt. Ltd.**

**Designation: Logistic Coordinator, SCM**

**Location: Gurugram, Haryana**

**Duration: Sep 2011 to Jul 2013.**

**Roles & Responsibilities:**

* Making the MIS report on Daily, weekly, monthly bases.
* Data updating from various Reports on daily bases.
* Maintain TAT of Inbound/Outbound materials.
* Coordination for Inbound/Outbound Materials.
* Coordination for Inventory Tracking.
* Preparation of logistic Plans to support all relevant operations within the project.
* Coordination for Maintenance of accurate store records.
* Data maintaining on regular Data maintaining on regular basis.
* Respond Customer complaints and query through e-mails and calls.
* Collating and compiling various data related to reports.
* Responsible for documents creation related to Logistics Department.
* Verifying various reports related to higher management and schedules it according to their requirement.
* Generation & Preparation of other types of Reports as per dept. requirement.
* Responsible for logging, filing and tracking all necessary documents
* Adept in report design, table/query and automation.
* Experienced in working with pivot tables, graphs and reports.

**Professional Qualification:**

* Bachelor of Computer Applications from Mahatma Gandhi University, Nalgonda.
* Diploma in Computer Science and Engineering from Govt. Polytechnic Dwarahat, Almora, affiliated to UttrakhandBoard of Technical education Roorkee ( U.K).
* 12th from Govt. Inter Collage, Deotoli, U.K. Board ramnagar, Nainital ( U.K).
* 10th from Govt. Inter Collage, Deotoli,, U.A Board ramnagar, Nainital (U.K).

**Certifications**

* **Software Development:**Using Visual Basic, VB and MS Access on 2010.
* **Java:**CoreJava Programming Language on 2010.

**Personal Profile:**

Date of Birth : 20 Jan 1989

Gender: Male

Address :1360/31 Laxman Vihar, Phase 1, Main Dhanwapur Road, Near Karan PG, Gurgaon Haryana 122001

Father’s Name : Mr. Harish Singh Rawat

Language Known : Hindi, English

Hobbies : Sports, Listening Music, Reading Books.

**REFERENCES:**

1. DheerajDeshmukh

General Manager, GTL, Mumbai

Mobile : 9819487567, Email: [d.deshmukh@gtl.com](mailto:d.deshmukh@gtl.com), [dheeraj.deshmukh@gmail.com](mailto:dheeraj.deshmukh@gmail.com)

1. Setu Sharma

Deputy Manager, RJIL, Indore

Mobile : 9752599640, Email: [setu.sharma@ril.com](mailto:setu.sharma@ril.com)

I do hereby declare that the above information in true to the best of my knowledge and belief.

**Place: -Gurugram**

**Date: - Suraj Singh Rawat**