



Motivated, teamwork-oriented, and experienced in handling and monitoring R&D projects. Possess a bachelor's degree in computer science and engineering.

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## Experience

### Admin Executive

**CDAC Thiruvananthapuram, Ministry of Electronics and IT (MeitY), New Delhi**

July 2020 – January 2021

### Key Responsibilities

- Managed, coordinated, and oversaw diverse tasks within the PMU (Programme Management Unit) setup at MeitY, New Delhi for the Special Manpower Development Programme for Chips to System Design (SMDP-C2SD) and Microprocessor Development Programme (MDP) under the Microelectronics Development Division (MDD), MeitY.
- Overall coordination of social media activities under "स्वदेशी Microprocessor Challenge - Innovate Solutions for #आत्मनिर्भर भारत", launched by MeitY.
- Assist in organizing PRSG and NSC meetings, preparing reports, meeting minutes etc.
- Examined and maintained MDD projects-related files, data, and documents.

### Project Assistant

**CDAC Noida, Sec 62, Noida**

June 2023 – April 2024

### Key Responsibilities

- Monitoring the overall progress of the India Semiconductor Mission's (ISM) **Design Linked Incentive (DLI)** programme within the PIU (Programme Implementation Unit) setup at CDAC-Noida.
- Managed project lifecycle phases, including financial scrutiny, technical evaluation, and fund disbursement. Organized stakeholder meetings, facilitated feedback, coordinated communication, documented progress, and drafted meeting minutes.
- Overseeing the project portal, interacting with the portal development team, providing user feedback to enhance effectiveness and results, and evaluating progress accordingly.
- Ensured continual communication and coordination among program stakeholders.
- Examined and maintained DLI project-related files, data, and documents.

### Senior Project Assistant

**CDAC Noida, Sec-62, Noida**

April 2024 – Present

### Key Responsibilities

- Leading and assisting the overall progress of the DLI programme within the PIU setup at CDAC-Noida.
- Oversaw efficient workflow implementation on the project portal. Collaborated with the portal management team to gather requirements, streamline processes, compile data, and improve effectiveness.
- Maintained fast-track communication and coordination among program stakeholders, providing daily progress reports. Interfaced directly with Government and private/public stakeholders.
- Monitored scheme implementation through a systematic monitoring framework. Managed project lifecycles, guiding proposal submissions, financial scrutiny, technical evaluations, admin approvals, claims, reviews, and fund disbursements. Organized stakeholder meetings, facilitated feedback, and documented progress.
- Maintained comprehensive file records for all scheme-related documents.
- Coordinated tasks with Financial and Technical Evaluation teams.
- Prepared agendas, minutes of meetings, and handled stakeholder queries.

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## Unique Strengths Include

- Proficient in **proofreading, paraphrasing, emailing and technical writing.**
  - **Programme planning, scheduling and tracking , managing timelines, work management, etc.**
  - Technical skills (**MS office, Programming language, MySQL, Assembly Language, flowcharts, AI tools etc.**)
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## Education

2016 B.Tech in CSE (76%), Noida International University, Greater Noida, U.P  
2010 12th (Senior Secondary School), Kendriya Vidyalaya, Delhi Cantt., New Delhi  
2008 10th (Senior Secondary School), Kendriya Vidyalaya Vigyan Vihar, Delhi

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## Achievements

- Qualified AIEEE-2011
  - Secured 1st place in Industrial Presentation Seminar at Noida International University held in 2013-14
  - Secured 1st place in Computer Science Quiz Competition at Noida International University 2014-15
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## Personal Details

- Date of birth: 28th March 1993
  - Marital Status: Married
  - Languages known: Hindi & English
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