

## **KARISHMA GOSWAMI**

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**CAREER OBJECTIVE:** To work with an organization which gives me ample opportunity to learn and grow along with the organization and to prove myself worthy of shouldering the responsibilities assigned to me.

### **PROFESSIONAL SYNOPSIS:**

**QuintilesIMS (Dec'16 – August'17; July'18-August'18): Started working in IQVIA in December'16 and rejoined as a Contract Analyst in July'18. Requested a premature release due to health issues.**

- Worked with Quintiles IMS India as a Contract Analyst, the purpose of the CA is to develop and prepare proposals for assigned customers, to support the Global Sales team under general supervision.

General responsibilities included:

- Review Requests for Proposals (RFP). Identify information for proposal text and budget development and work closely with proposal development team to prepare and finalize proposals.
- Prepare text and budget for proposals, rebids and related documents.
- Provide support and assistance to other proposal developers in the delivery of assigned opportunities.
- Participate in strategy calls to discuss customer requirements and identify discrepancies in customer information.
- Perform quality control edits on all documents and participate in the finalization of documents and distribution to the customer and internal departments.
- Update and maintain corporate databases as required and ensure accurate information is included in tracking reports.
- Work on internal pricing tool for budget finalization and development.

### **Past Experience: Tower Vision (May'10-March'15)**

- Worked in TOWER VISION INDIA Pvt. Ltd. For over 4.5 years, joined as a **Graduate Engineer Trainee in Business Development department and was promoted to Engineer level in Projects within a year of joining. After 2 years of employment was promoted as an Assistant Manager** in Projects Development department in coordination with Business Development department & SCM, alongside providing Administrative assistance to the CEO.
  - Sincere and diligent professional with excellent knowledge across **Project Management, Sales & Marketing Management, Business Development, Analysis & Coordination.**

- Market Research and Intelligence, Business Research & Analysis, preparation and updating the daily telecom news database for Business Development team & CEO.
- Worked in tandem with SEO patterns to produce quality data.
- Exceptional communication, presentation & interpersonal skills with proficiency at grasping new concepts quickly & utilize the same in a productive manner.
- 4 year + experience in SAP. Generation of PR (Purchase request) report on SAP B1(Budget Module) for different clients then processing of PO to ensure payment goes through.(SCM)
- Looked after the sharing project management for exiting Anchor sites in HO.
- Site visits, Maintenance of Daily progress report from all the circles.
- Sharing MIS, NFA, SEAF & Site profile database.
- **Administrative Assistance to the CEO** for over 2 years. Have arranged and coordinated Board meetings regularly. Worked on different MIS trackers for CEO.
- Worked with the vendor development team to work out ways to reduce OpEx costs on sites.
- Research on upcoming products (like power plant, battery) in the market that can be incorporated in the system to reduce diesel running and promote green telecom revolution (SCM).
- Designed an **Advertisement** for the company for leading Telecom magazine called Tele.Net.
- Interaction with New Vendors for product approval, Testing, Field trails.
- Interaction with existing Vendors (OEM) for product improvement, optimization, new technology etc.
- Support function to the Business Development team like preparing reports like weekly and monthly customer visit reports, monthly project report, presentations, coordination with circles and clients etc.
- Site layout, MIS reporting, Updating and maintain different trackers on daily basis.
- Worked to frame an internal control system within the company to monitor and ensure timely and better delivery from all other departments (namely HR, O&M, Legal, IT etc) in coordination with the internal control Head.
- Worked on the due diligence report.
- Internal control activities for different functions-Revenue assurance.
- Basic experience in IT(multivendor routers, switches, firewall etc)
- Result driven and focused with immaculate work habits, excellent man-management, timemanagement and leadership skills
- Thrive in a deadline intensive environment, multi-task, perform under pressure and meet deadlines

- Visionary, strategic & conceptual thinker, able to generate new ideas & initiate change

### **Internships:**

- Worked as an intern for **SCHNEIDER ELECTRIC**, India in Delhi in the projects and engineering center in the area of power distribution and automation (SCADA).
  - Studied and researched on the concept of SCADA and its implementation.
- Attended a workshop on Bluetooth Technology and Mobile Communication (INDIA).
- Worked under a **SCHOLAR TEAM** for a university professor (Tareski's scholar team) with the videotaping team in Electrical and Computer engineering department, NDSU, Fargo.
- Worked as a **Research assistant** in the Canola Oil Biodiesel project in the Plant Sciences Department at NDSU Fargo.

### **Volunteer Work:**

**Seramey Thoesam School, Bylakuppe (September'17-June'18):** Volunteered as a teacher, teaching Basic English, mathematics and science to students( ordained Tibetan monks) from UKG up to 8<sup>th</sup> standard in the charitable school of Seramey Monastery, Bylakuppe, Karnataka affiliated to Seramey Monastic University

**Students' Educational and Cultural Movement of Ladakh(SECMOL):** Volunteered to teach English/Science to students at SECMOL in the month of October'18.

### **Freelance Work:**

- **Inq Technologies- Business Development Executive (May'16-Sep'16)**
  - Generated leads of different doctors practicing dentistry, plastic surgery, pediatrics across U.S., U.K., Europe, Australia & Canada for different website designing and PR needs.
- **My Unnati (Sep'16-Nov'16)**
  - Studying the job description provided by the clients in detail, conducting research about company and finding out their competitor. Contacting available candidates through phone or email.
  - Sourcing, screening and short listing of profiles for various positions from Job Portals on the basis of the clients specific requirements.
  - Identifying the right candidates and discussing with them to ensure their availability, interest, capability, attitude, confidence level and other all requisites.
  - Briefing candidates regarding the job description, company profile & career perspective.
  - Screening and short listing of profiles for various positions from Job Portals on the basis of the clients specific requirements.
  - Coaching the candidates for the different interview levels
  - Follow up until the candidate get on board & closures have been made.
  - Maintain daily MIS report on excel.

- Maintain resume databank & weekly, monthly backup.

Industries Catered to: Education, IT, E-commerce, Manufacturing, Logistics, BFSI, Real Estate, Facility Management, Telecom, etc.

### **ACADEMIC CREDENTIALS:**

- Advanced Diploma in Electrical Engineering – ANSAL INSTITUTE OF TECHNOLOGY(TWINING PROGRAM AUG 2006-MAY 2008)
- Bachelor of Science in ELECTRICAL ENGINEERING- **NORTH DAKOTA STATE UNIVERSITY** (NDSU), FARGO USA.
- **MBA in Operations Management from ICFAI University.**

<b>Name of the School</b>	<b>Examination</b>	<b>Board</b>	<b>Year of Passing</b>
The Air force School, New Delhi	10 <sup>th</sup> Board Examination	CBSE	2003
The Air force School, New Delhi	12 <sup>th</sup> Board Examination	CBSE	2005

### **Extra Curricular:**

- Specializing in the traditional Usui Reiki form of healing, I am qualified in Master level (third) in the Traditional Reiki healing method and have been successfully practicing the same for past 4 years.

### **TECHNICAL SKILLS/PROJECTS:**

Highly proficient/qualified in the following:

- Computer languages.( C,C++,JAVA,ASSEMBLY PROGRAMMING)
- Networking concepts and operating systems.
- Database and Web technology (CCNA 1&2).
- Possess a sound knowledge of programs like MAT LAB, PSPICE, VISSIM, MULTISIM, ULTIBOARD, SCILAB, CADENCE and OCTAVE.
- Have sound knowledge in programming and working of Intel 8085,8086 microprocessor,
- PIC16F876 microprocessor and DSPIC 30 SERIES Microprocessor.
- Relevant courses; CONTROL SYSTEMS,ELECTRIC MACHINES, POWER SYSTEM, VLSI design, DESIGN 1/2/3, ELECTROMAGNETISM.
- Possess a sound knowledge of SAP business one budget module.

- Proficient in Microsoft office- Excel, Macros, VBA, Word & PPT.

### **PROJECTS COMPLETED DURING B.S.:**

#### **1.SOUND GENERATING SYSTEM (FARGO, USA)**

WORKING PLACE: ECE 235,221 NDSU, FARGO

DESIGN TOOLS AND DEVICES: SCHMITT TRIGGERS, LFO's, etc.

#### **2.VOICE EMULATOR (FARGO, USA)**

WORKING PLACE: ECE 221, 239 NDSU, FARGO

DESIGN TOOLS AND DEVICES: DSPIC30, PIC 16F, DUAL AUDIO AMPLIFIER, D/A CHIP, Matlab etc.

For more information on the project log onto:

[http://saturn.ece.ndsu.nodak.edu/ecewiki/index.php/Group\\_SD0909](http://saturn.ece.ndsu.nodak.edu/ecewiki/index.php/Group_SD0909)

### **STRENGTH:**

- Possess excellent communication skills to present points clearly and precisely.
- Good problem solving/troubleshooting and analytical skills to solve a problem efficiently.
- Good team player.
- Excellent technical skills.
- Market & Competitor Analysis
- Strong Networking Skills
- Communication Skills
- Presentation Skills Training & Development.

### **PERSONAL DETAILS:**

Language Proficiency : English, Hindi

Passport : Available

Marital Status : Married