

# **LAKSHAY SWAMI, B.TECH, MBA**

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## **CAREER OBJECTIVE**

To be a part of an organization that indulges professional growth which provides challenging and rewarding career while allowing me to utilize my knowledge and skills

## **PROFILE SUMMARY**

- A techno-commercial professional holding a full-time degree MBA and Electronics & Communication Engineering degree with 5 years of experience in project management, operations, business planning, sales operation support and, client coordination
- Proven ability to document business requirement from initial phase to final implementation
- Having good analytical & problem solving and presentation skills
- Excellent communications skill and proficient in MIS reporting
- Flexible to adapt to changing priorities and business need under minimum supervision

## **CORE COMPETENCIES**

Project Management | Operations | Supply chain & Contract Administration| Sales Operation  
Manufacturing Principles| Technical support| |Production Planning| Strategic Planning  
Business planning||Business Development |Sales planning| Market Research| Data Analysis  
MS Excel| Power Point| MIS Reporting| Client Coordination| Communication Skills

## **ORGANISATIONAL EXPERIENCE**

**Haeleimah Ali Technical Services LLC, Dubai, UAE**

Feb'19-Feb'20

**As Asst. Manager (Project Control Engineer)**

**Key Result Areas:**

- Worked in a project control profile and assisted project managers in planning and management of multiple projects of smart building automation, CCTV installation, energy meter sub-metering in the facilities like Malls, Business Towers,etc.
- Assisted business development team in pre-sale, RFP & RFI responses and proposal making
- Coordinated with clients, vendors and cross functional departments such as design & estimation, procurement, accounts and finance to optimize communication in the support of the projects
- Managed risks and issue tracking throughout the projects
- Generated and distributed timely status reports weekly

**Rays Power Infra Pvt Ltd**

May'17-Feb'19

**As Asst. Manager (MIS & Projects Operations)**

**Key Result Areas:**

- Worked as core team member in project control management department in an Engineering Procurement and Construction (EPC) company into renewable energy and clean energy solution
- Successfully Coordinated with site teams at different project locations from Head office for execution of 150+ MW utility scale solar projects
- Supported business development and sales team in proposal making, tenders, detailed project reports, bank guarantees, performance guarantee, and other related documents and information as when required
- Had liaison with different project stake-holder for the grant of approval from the authorities.
- Assisted project managers in project scheduling, billing schedule, and payment processing
- Developed and implemented standardised MIS policies & tracker to monitoring the project execution

**Design2Occupancy LLP**

Aug'15-Dec'16

**As Executive Engineer**

**Key Result Areas:**

- Worked as an executive engineer in execution of energy and sustainability projects
- Participated in walk-through audits in facilities along with the clients, engineering manager, project managers for energy audits
- Compiled & calculated energy consumption data to improve energy efficiency in facilities
- Conducted secondary market research and cost benefit analysis products and services for the client as per the findings & recommendation given in the audits by the auditors
- Attended trade shows to represent the organization and gain business prospect and insight
- Kept track of enquires & quotation and done rigours follow ups to convert lead into clients

**JSW Energy Ltd.**

Jun'14-Mar'15

**As Junior Manager (Operation Services)**

**Key Result Areas:**

- Actively contributed to production and sales planning of electricity from 1460 MW thermal power plant
- Successfully coordinated with the power sales team in forecasting, planning and scheduling of electricity as per the availability based tariff and bidding rates for the supply of the power to customer
- Assisted in billing breakups and reconciliation, and invoicing various transmission utilities and cement plants
- Floated daily, weekly and monthly power sales report to the senior management and shop floor
- Prepared and presented MIS report on operational parameters of the plant for EBITDA computation

## **ACADEMIC DETAILS**

- **MBA (Power Management)** with **80.40%** 2014  
University of Petroleum & Energy Studies, Dehradun
- **B.Tech. (ECE)** with **66.83%** 2012  
Rajasthan Technical University, Kota
- **12<sup>th</sup>** with **61%**, CBSE Board 2007
- **10<sup>th</sup>** with **60.40%**, CBSE Board 2005

## **SUMMER INTERNSHIP**

- **MBA (Power)**, Adani Power Ltd, Ahmedabad  
Project: A Perspective on Evolution of Indian Power Sector & Its Sale Mechanisms
- **B.Tech (ECE)**, Doordarshan, an Indian Public Service Broadcaster, Jaipur  
Project: A Project Report on Communication System

## **EXTRA CURRICULUM ACTIVITIES**

- Worked as team member in successfully organizing quiz, trade fair and other events in the university
- Participated in various events during college fest, also ran marathon
- Took part in Personality Enhancement Program

## **IT SKILLS**

**Operating System:** Windows-7/ VISTA/IOS  
**Languages:** Learnt C, C++, Java from NIIT  
**Knowledge Acquired:** MS Excel, Advance Excel, AutoCAD and Primavera,

## **PERSONAL DETAILS**

**Date of Birth:** 17<sup>th</sup> Apr 1988  
**Languages:** English  
**Marital Status:** Married  
**Nationality:** Indian