

Elina Mishra

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SUMMARY

M tech with 2+ years of experience in Operating and Planning as well as procurement. Have experience in business development, market analysis, pricing and working with cross-functional teams technical trouble shooting, planning & monitoring the manufacturing process of transformers. Also effective in vendor assessment and handling materials to procure for railway projects. An effective communicator with excellent negotiation and liaising skills with an ability to relate to people at all level of business and management coupled with strong leadership qualities.

Working

Oct 2017-Present (Sr. Asst Procurement)	Cimechel Electric.Co http://www.cimechel.com <ul style="list-style-type: none">❖ Verifying material assessment received from site.❖ Sending enquiry and checking with stock available.❖ Vendor Assessment & Vendor Development❖ Technical & commercial Analysis of quotation received and negotiate❖ Making PO & getting the approval of inspection❖ Tracking of material & relevant documents till reach at site followed by inspection of material.
Feb 2016-Sep 2017 (Operation & Planning Executive)	Telawne Power Equipments Pvt.Ltd http://www.telawne.com <ul style="list-style-type: none">❖ Planning and monitoring the whole process of manufacturing starting from material procurement to dispatch.❖ Coordinating with all departments for smooth operation of whole process.❖ Controlling the workmanship and quality during the process of manufacturing.❖ Planning & coordinating Type test transformers with ERDA & CPRI. My Daily activity also includes <ul style="list-style-type: none">❖ Stand meet with all departments for planning of production & dispatch.❖ Internal audit of all departments for proper documentation workmanship❖ Follow up of on going works as per planning

	<ul style="list-style-type: none"> ❖ Conduct weekly meetings with team to measure performance against monthly targets. ❖ To Maintain daily work records . ❖ Solving Loop wholes if any during work process.
OCT 2014-Sep 2015(Assistant Professor)	<p>Gandhi Group of Institutions. Odisha</p> <ul style="list-style-type: none"> ❖ Assistant professor in Electrical engineering Department. ❖ Teaching, Taking Labs. Cultural management committee member
July 2009-Sep 2012 HOD(Electrical Engineering)	<p>Orissa Institute of Engineering & Technology, Odisha</p> <ul style="list-style-type: none"> ❖ HOD of Electrical Engineering Department ❖ Placement Coordinator & Cultural committee head

COMPUTER SKILLS

- ❖ **Operating Systems: Microsoft OS's**
- ❖ Technical : MS Office, MATLAB, EMTP

TRAINING

- ❖ Programmable Logic Controller by CTTC , Bhubaneswar

EDUCATION HISTORY

Course	Specialization	Institute	Year of Passing
M.Tech	Power System Engineering	NIST, Berhampur, BPUT	2014
B.Tech	Electrical Engineering	SIET Dhenkanal, BPUT	2009
12 th	HSC	Dhenkanal Jr. College, Dhenkanal	2005
10 th	SSC	B.B High School	2003

ASSETS

- ❖ Good Problem solving skills & Selflearner.
- ❖ Good Communication & Negotiationskills.
- ❖ Dedicated & team worker.
- ❖ Proficient to plan and achieve business targets.
- ❖ Compile and update information on existing customer base, territory spread and other aspect of regional domain knowledge.

PERSONAL DETAILS

Date of Birth:07-07-1988 **Sex:** Female

Marital Status:Married

Religion:Hindu

Nationality: Indian

Languages known: English, Hindi, Odia,

I hereby declare that the above-mentioned details are correct to the best of my knowledge.

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