

SHIVANI BHARTI

✉ shivanib435@gmail.com
☎ +917985841491

✉ 283/519 Bharatpuri-B, Ambedkar Nagar, Lucknow,
India Pin Code- 226004

OBJECTIVE

I seek challenging opportunities where I can fully utilize my skills for the success of the organization.

EXPERIENCE

Oct 26, 2018 -
July 31, 2020

AWACP TECHNICAL SERVICES

HVAC Estimation Engineer

Work Profile :

- Cost Estimation of HVAC Projects
- Takeoff sheet & Quote Generation
- Review & Submittal of Projects
- Releasing of Material Tracking
of Released Material Billing of
Projects
- Sales Marketing of HVAC Products

Aug 31, 2020 -
5 Oct 2020

Arsha Infra Developers Pvt Ltd, Lucknow

Executive Admin & HR Recruiter

Work Profile:

- Job posting on different job portal i.e, naukri.com & Timesjob
- Screening of candidate
- Scheduling Interview
- Update day to day attendance of employee

June 21, 2021 -
Till now

Ramy Info Tech Private Limited

Technical Resource Specialist/US IT Recruiter

Work Profile:

- I am always looking to expand my network so feel free to
send me invite!

- Responsible for Recruiting of CPT, STEM OPT, H4 EAD,
L2EAD H1B, GC, GC-EAD, AND US Citizen Consultants to the
clients as per the Requirements.

- Scanning the consultant for suitable opportunities for the
requirement and submitting profile for the client.

- Engaging the consultants to ensure proper positioning for
upcoming requirements and ensure a better selection
rate. Actively involved in all phases of Business Development
Activities like Recruiting of Consultants at major sources of
their client's requirements.

EDUCATION

2014-2018

School of Management Science, Lucknow

B. Tech (Mechanical Engineering)
1st Division with Honor

2014

St Joseph Inter College

Intermediate

2012

City Convent School

High School

PROJECTS

- **Transient Elevated Buss**

TRAINING UNDERTAKEN

- **Winter Training**
Topic Diesel Locomotive & it's maintenance logistics
Location : Northern Railway Diesel shed Lucknow
Duration 18-01-2016 to 30-01-2016
- **Summer Training**
Topic Diesel Engines at Engine Development Directorate
Location : RDSO, Lucknow
Duration :07-06-2017 to 19-07-2017

SKILLS

- **Technical Skills:** Blue beam Revu, Microsoft Word & Excel, Auto-Cad 2D, Catia
- **Non-Technical Skills:** Team Building, Problem Solving, Decision Making
- **IT Skills:**
 - Computer Hardware Knowledge.
 - Computer Software Knowledge.
 - Internet Applications.
 - Networks.
 - Operating Systems.
 - Troubleshooting.
 - Internet Security.
 - Data Privacy.

ACHIEVEMENTS & AWARDS

- Got 2nd position in “SPARDHA- 2016” in College
- Received a shield in "Indra Dhanush" in College
- Participated in 4th International seminar “SPEEDS-17” in College
- Certification in "CCC" from "National Institute of Electronics and Information Technology"

LANGUAGE

- English & Hindi - Read, Write & Speak

EXTRA CURRICULAR ACTIVITIES

- Participated in “BAL RATNA KHOJ - 2007” on the subject “OUR ROLE MODELS”
- Participated in “Aviva Young Scholar Nat Geo Junior Hunt- 09” in College Participated in
- "Fire Fighting Robot" at Regional Science City
- Participated in “Abhiruchi-2015” in College Participated in
- “SPARDHA – 2016” in College
- Participated in the “Project Display Contest” held in Innovation Festival-2017 in College

INTERESTS

- Singing
- Listening Music
- Participating in social activities

PERSONAL DETAILS

- Father Name-Kishore Kumar Bharti
- Mother Name-Pushpa Devi
- Date of Birth- July 9,1999
- Nationality-Indian

