

ROLL NUMBER: P25700112

**Tejesh C V**
Male**DOB**

04-Apr-1999

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- Power BI

PERMANENT ADDRESS

13-144 K GUNDUMALA
MADAKASIRA
City: Anantapur
State: Andhra Pradesh
Pincode: 515291

LANGUAGE

- ENGLISH
- HINDI
- TELUGU
- KANNADA
- TAMIL

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.51	2027
Graduation	THE OXFORD COLLEGE OF ENGINEERING, BANGALORE	69.9	2021-Aug
Intermediate	DEPARTMENT OF PRE UNIVERSITY BOARD, KARNATAKA	61	2017-May
High School	KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD, KARNATAKA	83.68	2015-May

WORK EXPERIENCE (2 Years 6 Months)**Radical Minds**

24-Feb-2022 - 02-Aug-2022

0 Years, 5 Months, 9 Days**PROFILE:** Customer support Representative

- **CRM & Customer Operations:** Provided customer support by handling inquiries, service requests, and issue resolution while maintaining high service quality; actively used CRM tools such as Salesforce to log, track, and manage customer interactions with accuracy, traceability, and reporting readiness. Managed CRM systems (Salesforce) for structured documentation, reporting, and process tracking.
- **Sales Support & Order Management:** Supported sales operations through product and service consultations, order processing, and CRM-based documentation management, enabling seamless customer lifecycle tracking.
- **Service Fulfilment, Delivery & Handover Coordination:** Coordinated vehicle delivery and customer handover activities, ensuring process compliance, timely execution, and real-time status updates within the CRM system.
- **Cross-Functional Coordination & CRM Reporting:** Collaborated with internal sales, operations, and service teams using CRM workflows and Salesforce dashboards to ensure smooth coordination, timely issue closure, and end-to-end operational visibility. Coordinated cross-functional teams to ensure service delivery compliance and timeline adherence.

Suryapriya Constructions pvt ltd

25-May-2023 - 30-Jun-2025

2 Years, 1 Months, 5 Days**PROFILE:** Project Planning and Control Engineer

- **Project Planning & Scheduling:** Supported planning and scheduling of **EPC and logistics park projects** (up to 20 lakh sq. ft.), ensuring on-time and cost-controlled delivery; developed and tracked project schedules using MS Project to support lifecycle and O&M continuity.
- **Operations & Maintenance (OMS) Readiness:** Supported post execution O&M readiness for large-scale industrial and logistics assets by ensuring complete contract documentation, compliance checks, and structured asset handover, enabling efficient long-term operations and maintenance planning.
- **Business Development & Stakeholder Coordination:** Coordinated with clients, PMCs, consultants, and contractors to support approvals, commercial discussions, and tenant representation, contributing to smoother **contract execution and client relationship management**.
- **Resource & Service Execution Support:** Planned and monitored

manpower, materials, and equipment to ensure uninterrupted execution, supporting operational efficiency and service reliability during **project-to O&M transition phases**.

- **Change, Risk & Commercial Impact Analysis:** Evaluated design and scope changes, identified operational and commercial risks, and supported **mitigation measures** to minimize impact on **cost, timelines, and service deliverables**.
- **Contract Documentation, MIS & Close-Out:** Compiled, reviewed, and maintained contract documents, as-built drawings, test reports, DPR/WPR, and close-out records, ensuring audit readiness and structured inputs for **O&M and service contract** reference.
- **Financial Tracking & Compliance Support:** Tracked project budgets and expenditures, supporting commercial oversight while ensuring adherence to safety, quality, and regulatory standards relevant to **long term service operations**.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 32 Weeks)

Reliance Consultant

05-Mar-2021 - 05-Apr-2021

4 Weeks

PROFILE: Trainee

- Supervised and monitored construction activities on-site to ensure compliance with plans and standards and tracked project progress and reported discrepancies to the senior engineer for timely resolution.

SURYAPRIYA CONSTRUCTIONS PVT LTD

01-Jan-2023 - 15-May-2023

19 Weeks

PROFILE: MANAGEMENT TRAINEE

- Monitored site activities and ensured compliance with approved **design** and **safety protocols**.
- Assisted preparation and submission of daily and **weekly progress reports**.
- Supported quality checks, workforce coordination, and **progress tracking**.

Spring Energy

04-May-2026 - 04-Jul-2026

8 Weeks

PROFILE: Project Management Office - Intern

- Assisted the PMO in planning, coordinating, and executing wind energy projects.
- Prepared MIS reports and tracked project schedules, milestones, and progress.
- Coordinated with site teams and cross-functional stakeholders to ensure timely project execution.
- Maintained project documentation, reports, and supported contract management activities.
- Monitored project risks, identified issues, and followed up on mitigation actions.
- Developed Power BI dashboards and analyzed project data to support management reporting and decision-making.

ACHIEVEMENT DETAIL

- Awarded the Best HSE Performance by Ascendas Firstspace Development Pvt. Ltd.
- Head of the Cultural Events Committee, The Oxford College of Engineering (2017-2021).
- Captain at Oxford College of Engineering Cricket Team (Leadership & Team Management).

POSITION OF RESPONSIBILITIES

- **Coordinator - Placements and Industry Relations (2026-27)**, NICMAR University, Pune.
- **Coordinator - Summer Internships and Corporate Relations (2025-26)**, NICMAR University, Pune.