

ROLL NUMBER: P25703027


Ms. Richa Sharma
Female

DOB

21-Dec-1994

TECHNICAL SKILLS

- Power BI
- Tableau
- primavera
- MS Project
- MS Office
- Python
- R
- Data Analytics
- Basic ERP

PERMANENT ADDRESS

Behind Gurudwara, Ashok Vihar
Colony
City: Dholpur
State: Rajasthan
Pincode: 328001

LANGUAGE

- ENGLISH
- HINDI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-NBS	NICMAR University, Pune	9.82	2027
B.Sc. <i>Biotechnology</i>	BARKATULLAH VISHWAVIDYALAYA, BHOPAL	76.4	2015-Jun
Intermediate <i>Science (PCB)</i>	CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI	71.6	2011-May
High School	CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI	75.4	2009-May

TOTAL WORK EXPERIENCE: 25 month(s)
Nexgen Infra Solution

08-Jun-2020 - 05-Jul-2022

2 Years, 0 Months, 27 Days
PROFILE: Business Development Associate

- **Identified and engaged** prospective clients through strategic outreach, supporting **demand assessment** and **inventory planning** initiatives via relationship management.
- **Assisted** in preparing business proposals, **purchase documentation** and **vendor evaluation** records, and tender documents tailored to **sourcing** and **procurement planning**.
- **Conducted** market research, **spend analysis**, and **cost benchmarking** to identify new business opportunities and **supply chain** trends relevant to infrastructure development.
- **Supported** senior management in **strategic sourcing**, vendor negotiations, **due diligence**, and contract finalisations, **ensuring** cost-optimised terms.
- **Managed cross-functional** client communications, **stakeholder coordination**, scheduled meetings, and maintained minutes of meetings.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 40 Weeks)
Maharashtra Metro Rail Corporation Limited

04-May-2026 - 10-Jul-2026

9 Weeks
PROFILE: Intern-Planning

- **Audited** month-wise NFBR projection models and executed a physical verification audit at Shivaji Nagar station to identify and **assess CAPEX implications** of accessibility and infrastructure deficits.
- **Evaluated** tender documents, RFQ formats, and rate contract provisions for compliance with General Financial Rules (GFR) amendments, **ensuring** proper integration of "Make in India" and land-border restriction clauses.
- **Conducted** site audits at Deccan Casting Yard, monitoring **BOM-aligned procurement planning** and **Purchase Order** status for Universal Ring production and **synthesising** observations into a cost-benefit variance report to identify potential inventory bottlenecks.
- **Authored** a legally sound "Precautionary Notice of Force Majeure" addressing geopolitical Supply Chain Risk and Vendor sourcing disruptions, **selected** by senior management for official client submission.

Birla Institute of Scientific Research

01-Jul-2016 - 31-Dec-2016

26 Weeks
PROFILE: Research Trainee

- **Completed** a research internship at a premier national institution, gaining exposure to structured research methodology and institutional reporting standards.
- **Undertook** an independent research project involving structured data collection, laboratory documentation, and systematic analysis under expert guidance.

- **Demonstrated** strong analytical aptitude, structured problem-solving, and professional research skills throughout the engagement.

Madhya Pradesh Vigyan Sabha

05-Mar-2015 - 10-Apr-2015

5 Weeks**PROFILE:** Research Trainee

- **Completed** an undergraduate internship involving original research design, field observation, and systematic data documentation.
- **Demonstrated** sincerity, dedication, and independent working skills throughout the internship.
- **Strong foundation** in scientific analysis and project management, suitable for consultancy roles.

CERTIFICATION DETAIL

- Indian Green Building Council Accredited professional-Associate
- Agentblazer Innovator by Salesforce
- AI for Productivity by Duke University
- International Business by The University of New Mexico
- Supply Chain Sourcing by Rutgers The State University of New Jersey
- Negotiation, Mediation, and Conflict Resolution by ESSEC Business School
- Operations Management by IESE Business School
- Methods and Statistics in Social Science by University of Amsterdam
- Effective Business Plan IIM Bangalore
- Success with Integrity: Business Ethics Foundation

ACHIEVEMENT DETAIL

- Active volunteering in the **National Level Post Graduate Research Symposium (NLPGRS)-2026**.
- **Qualified GATE 2021**.
- Secured **3rd position** in order of merit in the Master of Science (Biotechnology) examination, 2017.
- Awarded as **College topper** in BSc for the session 2013-2014 in Extol Institute of Management, Bhopal.
- Participated in the 55th National School Games under the auspices of the **SCHOOL GAMES FEDERATION OF INDIA** (SGFI) from December 24th to 29th, 2009.
- Secured the **winning position** in the 18th & 20th national handball meets at Jawahar Navodaya Vidyalaya Birauli, Samastipur, Bihar.