



# Ajeet Kumar

Liaisoning Manager

645/B46 Abhishek Puram Colony Janki Puram Extension Lucknow

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## Objective

Looking forward to working in a challenging position in a reputable organisation where I can learn new skills, broaden my knowledge, and apply what I've learned.

## Experience

- HEC ENVIRO PRIVATE LIMITED** 18/09/23 - Present  
Liaisoning Manager
  - Responsible for handling initiatives and ensuring effective coordination of projects across Lucknow, Jhansi, Agra, Varanasi, Gorakhpur, Ayodhya, Kanpur, Ghaziabad, and Prayagraj
  - Collaborate with government directors and upper-level officers to facilitate project approvals and smooth operations.
  - Attend meetings and prepare daily work reports for the development and management teams.
  - Oversee the implementation of strategic plans and monitor project progress to ensure timely completion
  - Manage and resolve any issues or conflicts that arise during project execution.
  - Develop and maintain strong relationships with key stakeholders to support project objectives.
  - Ensure compliance with all relevant regulations and standards in project execution.
  - Conduct regular reviews and assessments to identify areas for improvement and implement necessary changes.
- GARUDAPALLY INFRASTRUCTURE PRIVATE LIMITED** 1/12/2022 - 17/9/23  
Liaisoning officer
  - Review and Correction of Detailed Project Report (DPR) according to design and Calculations for the Approval from Client (SWSM, UP Jal Nigam).
  - Co-ordination with client ( State Water Sanitation Mission,UP Jal nigam ) For the Approval of Design, Drawing and DPR.
  - Co-Ordination with Client (SWSM, UP Jal nigam ) for Clearance of the Running Account Bills
  - Handling of all the portal related work at site and Client office UP Jal Nigam
  - Attending the Client( UP Jal Nigam) meeting ( Online and Offline ) for the Progress updation and All the Technical related queries.
  - Managed stakeholder relationships to ensure smooth project execution.
  - Acted as the primary point of contact for inquiries and information exchange.
  - Prepared and distributed reports and briefings to relevant parties.

## Education

- University of Lucknow Advanced Studies (Oil and Natural Gas Corporation)** 2020-2022  
Masters in Geology
- University of Lucknow** 2017-2020  
Bachelor of science
- St. Antony Inter College, Lucknow, ICSE** 2015  
Intermediate
- St. Antony Inter College, Lucknow, ICSE** 2013  
Highschool

## Skills

- Ms Excel

- Ms word
- Basics of linux operating system
- Proficiency of German language
- Team building quality
- Internet applications
- Remote sensing

## Projects

- **Working on Pollen Analogue (Birbal Sahni Institute of Palaeosciences)**
  1. Conducted pollen analysis and data collection for climate research.
  2. Coordinated with scientists to support research objectives.
  3. Analyzed and interpreted data to understand past climate conditions.
  4. Contributed to research reports and scientific publications.
- **Namami Gange Project - Water Supply Component**
  1. Orchestrated river cleaning initiatives, coordinated with officials and local bodies, managed resources and awareness campaigns, monitored project progress, and contributed to the successful restoration of the Ganga River as part of the Namami Gange project.
- **Water Supply Project Under SWSM, UP Jal Nigam, Lucknow - Tubewell Schemes**
  1. Managed survey, design, preparation of Detailed Project Report (DPR), construction, commissioning, and operation & maintenance (O&M) activities for a water supply project spanning 10 years in Gonda and Mau Districts of Uttar Pradesh.
  2. Coordinated with officials and communities to implement water conservation initiatives.
  3. Monitored project progress and reported to stakeholders.
  4. Enhanced water accessibility and sustainable practices in the community
- **Project Swatch Bharat Mission (SBM) NAGAR NIGAM**
  1. Coordinated with municipal officials and community leaders to implement sanitation initiatives.
  2. Oversaw project activities to ensure compliance with SBM guidelines and timelines.
- **Water Supply Project Under SWSM, UP Jal Nigam, Lucknow - Surface Water Schemes**
  1. Spearheaded the construction of the Leduki Group of Villages Water Supply Scheme in District Mirzapur. Oversaw all relevant works, including commissioning and operation & maintenance for a duration of 10 years.

## Interests

- Open source technologies
- Cloud technology
- Linux operating system
- Python

## Activities

- 1. Engaged as a volunteer on diverse geological field excursions, assisting in data collection, analysis, and mapping. 2. Proficient in relevant software or technological tools, highlighting your ability to adapt to modern work environments.

## Languages

- English
- Hindi
- German

## Personal Details

- Date of Birth : 17TH November, 1997
- Marital Status : Single
- Nationality : Indian
- Sex : Male
- Father's Name : Mr. Ram Kumar Shukla

## **Additional Information**

### Personal Skills -

Possess strong conceptual abilities with an innovative and analytical approach to work. Highly detail-oriented and consistently hard-working, with a proven track record of flexibility and creativity. Demonstrate unwavering commitment and maintain a positive, optimistic outlook in all tasks.