

## **CURRICULUM – VITAE**



### **Objective**

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To be associated with an organization that can provide me an environment where I can enhance my knowledge and personality which would contribute towards the growth of the organization

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**Name** : **Rekha Gahalot**

**Date of Birth** : 01.06.1974

**Permanent Address** : Hotel Kusum, Gahalot Complex, Nandini Road, Power House Bhilai,  
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**Passport** : valid up to 2020

**Languages Known** : English, Hindi (can Read/Write/Speak)  
Rajasthani, Haryanavi, Gujarati (can Speak)

### **Qualifications:**

**MBA (Full Time Course) in June 1997 with specialization in International Marketing** as major and Labour Management as additional subject from Lal Bahadur Shastri Institute of Management Studies and Research at Bilaspur Chhattisgarh, INDIA.

**Gold Medal winner for excellence in academics.**

**M.Com. in June 1998** from Guru Ghasidas University, Bilaspur, Chhattisgarh-INDIA.

**Training** : Underwent six weeks practical training on all the Functional aspects of Management at Jamul Cement Works ACC Ltd. Bhilai, Chhattisgarh from 21.12.96 to 03.02.97 as a part of MBA curriculum.

**Project Work** : Conducted Market Research in 1997 on low demand of Products of Bhilai Steel Plant (Plant of SAIL) as a part of MBA curriculum.

**IT Related** : Working knowledge of ERP (Foundry Software), MS Office and Internet

**Have very good business and personal contacts with people from many Countries over the World**

### **Work Experience: -**

**I** Since 2002, working on regular employment basis (Reporting to Chairman, Managing Director, Executive Director, Vice President and Sr. General Manager) with different Foundries in their Marketing Division (dealing in both Domestic and International level (Countries like Spain, Italy France, Netherlands, Germany, Czech Republic, Greece, Ukraine, Russia, Turkey, Belgium, UK, US, Canada, Mexico, Brazil, Argentina, Syria, Iran, Saudi Arabia, Dubai, Oman, Kazakhstan, Egypt, Kenya, Nepal, Japan, South Korea, Bangladesh, Bhutan, Japan, China, Australia, Philippines, Indonesia, New Zealand etc). The Foundries (AAR, D&B, Well Known, IBR & ISO 9001:2008 Certified, 5S Implemented etc) having capacity of manufacturing all types of Iron and Steel castings.

Also associated with a Valve manufacturing Unit (API Certified, PED, Saudi Armco, Kuwait Petroleum, Shell approved). Areas of job responsibilities included: -

- Business Promotion
- Coordination between the Customer and Manufacturing Unit.
- Overall Business Administration, Factory Management
- Domestic and International Business Trips
- MIS of the Marketing Department
- Monitoring the activities of all the functional aspects of the organization.

**II** Worked (PART-TIME) with M/s Consulting Engineers & Services (India) Ltd.–Delhi for their Project ‘New Capital City’–Raipur with Government of Chhattisgarh from August 2002 to October 2002. The scope of work was Rehabilitation of Project Affected People. Reporting to Managing Director–CES Delhi, Chairman & Chief Executive Officer of Capital Area Development Authority–Raipur, the areas of job responsibilities included: -

- Preparation of Compensation Package & Training Capsule for the Project Affected People
- Socio Economic Survey

**III** Worked with M/s Nippon Koei Co. Ltd., Japan at their Project Office of Consultancy Team for Madhya Pradesh (now Chhattisgarh) Sericulture Project-Bilaspur from 1998 to 2001. The Project, involves technology transfer in the areas of silkworm rearing & silk extraction and is being funded by Japan Bank for International Cooperation, Japan. Reporting to the Team Leader, the job responsibilities involved in the areas of:-

- Preparation of Project Report, Supplementary Report, Annual Review Report, Quarterly & Monthly Progress Reports, Task Completion Report and Completion Report etc.
- Over all Office General Administration and Logistics including coordinating meetings with Department of Sericulture and other Statutory Organizations
- Recruitment of Staff etc.
- Liaisoning with various Government Agencies.
- Accounting which included: -
  - Settlement of Claim Bills with the Client (both Indian Rupees and Japanese Yen)
  - Face Audit

**Extra Curricular Activities: -**

- Participated in National Integration Camp 1988 held at Bhilai from 23.12.1988 to 01.01.1989 and many leadership camp activities.
- Was awarded Gold Medal for first position in First aid at All India Basic Leadership Camp Junior Wing (Girls) 1989 held at Pachmarhi from 04.05.1989 to 15.05.1989.
- Attended Annual Training Camp Junior Wing (Girls) 1989 held at Bhilai from 18.10.1989 to 27.10.1989 and was adjudged as Best Cadet.
- Passed 'C' Certificate of National Cadet Corps in November 1995.
- Awarded Merit for 1<sup>st</sup> Position in Declamation at Kalyan Mahavidyalaya Bhilai Nagar in 1993-94.
- Was adjudged as 'Best Actress' in One Act Play "Generation Gap" held by Theater Club Krida Evam Manoranjan Parishad by Bhilai Steel Plant in during the session 1994-95.
- Participated as Exhibitor in International Exhibition (Casting India 2004) held at Hyderabad-India.
- Presented Paper on Coke oven Doors at different plants of Steel Authority of India Ltd.
- Attended International Conference on Coal & Coke Making Process at Ranchi in December 2005 and presented Paper on Zero Leakage Coke Oven Doors.
- Obtained Membership of Association for Institute for Iron and Steel Technology-USA in 2007
- Attended Techno-commercial meeting in February 2007 at Cairo (Egypt) and finalized the deal for the Supply of Coke Oven Castings.
- Participated as Exhibitor in International Exhibition (New Cast 2007 and 2011) held at Düsseldorf -Germany.
- Attended different Seminars at Domestic level with respect to the promotion of Zero Leakage (IKIO) Coke Oven Doors.
- Lead for the implementation of ERP–Foundry Software in different Foundries.

**Other Areas of Interest:** Projects, Procurement/Sourcing, Administration, CRM, Planning

**Hobbies :** Travelling, Listening Light Music and Interaction with success oriented personalities