










PERSONAL

-  **Name**  
Vivek Arya
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-  **Phone number**  
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-  **Email**  
vivekarya86@gmail.com
-  **Date of birth**  
19-02-1986
-  **Place of birth**  
Chandigarh
-  **Gender**  
Male
-  **Nationality**  
Indian
-  **Marital status**  
Married

INTERESTS

- Travelling, playing outdoor sports, cycling

VIVEK ARYA

To work and contribute in conducive environment and share my knowledge by utilizing my experience. Excel in my profession by providing excellent personal assistance to my superiors. Interested in obtaining a progressive position in a dynamic environment.



WORK EXPERIENCE

○ Sep 2010 - Apr 2021

**(Project Manager-Functional)**  
Center For Development of Advanced Computing (CDAC) Under Ministry of Electronics & IT, Govt. Of India, Noida

- 1) FutureSkills PRIME Project: An initiative of Govt of India to be implemented across the country alongwith NASSCOM for reskilling/upskilling in emerging technologies-Fund Outlay- 436.87 Cr.
- Responsibilities:
- Collaborate cross functionally with design, engineering, marketing teams to identify and deliver product solution.
  - Developed & execute detailed product roadmaps.
  - Partner with design & engineering teams on design concepts and product working flows
  - Evangelize product vision to stakeholders using customer research, performance metrics & use cases to build consensus.
  - Preparation of Programme Guidelines
  - Creating & implementing the Design Flow in agile manner for DBTOF 235 cr. to beneficiaries
  - Creating & implementing the design Flow for Rs 24 Cr. Assessment cost to beneficiaries
  - Regular Monitoring & devising the strategies for achieving the deliverables under the project
  - Overlooking of Fund flow to Stakeholders
  - Conducting and suggesting corrective action in monthly reviews of the project.
- 2) Establishing the CoE for products based on Li-Ion Cells- Gol funded Project - Fund Outlay- 11 Cr.
- Responsibilities:
- a) Preparation of Expression of Interest to hire the Industry Association to execute the project
  - b) Worked in close coordination with Procurement deptt and handled various committee meetings to select the industry association.
  - c) Jointly prepared the proposal and submitted to Ministry of Electronics & IT, Govt of India
  - d) Defended the proposal in front of Expert Committee
  - e) Prepared & Signing MoU with Industry Association
  - f) Defined the role & responsibilities of Manpower and worked out the modalities with Industry Association to kick off the project.
- 3) Facilitating Skill Development in IT/ITeS Sector for SC/ST Candidates- Gol Funded Project-Fund Outlay- 1.5 Cr.
- Responsibilities:
- a) Prepared & submitted the proposal to Ministry of Electronics & IT, Govt of India
  - b) Defended the proposal in front of Expert Committee
  - c) Successful transition of Project to Operations Team
- 4) Impact Assessment of ESD Skill Development Programme- Gol Funded Project-Fund Outlay- 57 Lakhs
- Responsibilities:
- a) Identifying the Parameters for Assessment
  - b) Prepared the Questionnaire document in consultation with Industry
  - c) Prepared the plan for conducting the survey across the country
  - d) Managed the central repository of collected Data
  - e) Oversee the data analysis
  - f) Data Interpretation
  - g) Prepared the survey report
  - h) Release the survey report to Govt. of India with emphasis on Recommendations

- 5) Impact Assessment of TIDE (Technology Incubation and Development of Entrepreneurs), Govt. Funded Project- Fund Outlay- 18 Lakhs
- Responsibilities-**
- a) Identifying the Parameters for Assessment
  - b) Prepared the Questionnaire document in consultation with Industry & Academic Experts
  - c) Prepared the plan for conducting the survey across the country
  - d) Managed the central repository of collected Data
  - e) Oversee the data analysis
  - f) Data Interpretation
  - g) Prepared the survey report
  - h) Release the survey report to Govt. of India with special emphasis on Recommendations

#### 6) eCDAC

**Responsibilities:**

- a) design functional design document, Functional Specifications and customization and change management
- b) Configured the MM relevant organizational structure.
- c) Configured the MM module which involves various procurement process like standard, subcontracting. Configured the transfer posting
- d) Maintain master data of material, vendor Configured the reservation of Materials



## EDUCATION AND QUALIFICATIONS

- Jul 2008 - Jul 2010 **MBA**  
[Panjab University, Chandigarh](#)  
MBA (IT with Marketing)
- Jul 2003 - Jul 2007 **B.Tech**  
[Kurukshetra University, Ambala](#)  
B.Tech (Mechanical)



## REFERENCES

References available on request.



## SKILLS

- MS Office ★★★★★
- ★ SAP MM ★★★★★
- ★