

TARUN GREWAL
301 Model Gram, Ludhiana
+919815000445, grewal_tarun@yahoo.com

JOB TARGET

To serve an educational institution with my professional skills and degree of responsibility.

SUMMARY

- Solid written and verbal communication skills, accustomed to interacting with diverse professionals.
- Highly developed research and analytical skills with a strong capacity to conduct independent research.
- Strong intercultural negotiation skills attained through extensive travel, study and living in both developed and developing countries.
- Comfortable in accepting new challenges, learning from them and implementing the knowledge gained in all spheres of life.
- Proven ability in multitasking to meet tight deadlines and ensure client satisfaction.
- Proficient in spoken and written English, Hindi and Punjabi.

EDUCATION

UGC-NET JRF qualified, Dec 2012.

MBA, Decision Sciences, San Francisco State University, December 2008.

GPA: 3.76

Thesis Research Project: Developed an optimization model using GAMS modeling software, to analyze various aspects of a Facility Location problem for Glass Manufacturing Industry.

Bachelors in Electronics and Communication Engineering, Punjab Technical University, May 2003.

EXPERIENCE

Devinder Pahwa Memorial Trust, Ludhiana (Child Welfare Program Officer) January 2022 - Present

Khalsa Institute of Management and Technology, Ludhiana July 2019 – April 2021
Lecturer. July 2013 – December 2014

Dream and Beauty Charitable Trust (Old age home), Doraha December 2009 – April 2011
Senior Manager.

San Francisco State University July 2008 – December 2008
Project Manager, BSS Computing

- Managing timelines and progress of various projects handled by the department.
- Conducting interviews with clients and coordinating with internal team to achieve project objectives.
- Conducting research and comparative analysis for providing support in various projects.

Saxco-Demptos Inc., CA June 2008 – August 2008

- Provided consultancy services to identify location alternatives.
- Analyzed the company's inbound logistics data and consolidated it in a spreadsheet format.
- Identified the transportation lanes, delivery sizes, frequencies and associated costs per lane.

BioGenex Laboratories, San Ramon CA May 2004 – January 2007
Quality Control Inspector

- Responsible for Final QC of all the different Antigen Retrieval systems, according to the set ISO approved procedures, which included detecting and troubleshooting problems.
- On one occasion, successfully completed testing of 10 systems as opposed to the regular schedule of 2 systems per week.
- Partnered with Software Developers, R&D engineers and Validation technicians in developing and approving new procedures.
- Ensured that personnel and process were capable of producing products to required specification and standards.
- Completed all QC documentation and maintained monthly reports of all shipping information.

Tarun
9/16/24