

ALPANA DWIVEDI

Mohali, India | 09818095549 | alpanad2023@gmail.com |

PROFILE

Versatile and analytical professional with three years of experience in environmental consulting, now transitioning into HR through an MBA. Skilled in communication, stakeholder management, and problem-solving, eager to apply my expertise in a fast-paced corporate environment. Passionate about fostering strong organizational culture, enhancing employee engagement, and driving talent development while continuously learning and growing in my new career path.

Open to exploring HR roles across industries, leveraging adaptability, eagerness to learn, and a commitment to progress to contribute effectively to workforce strategy and business success.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (MBA)

| PURSUING (ONLINE DEGREE COURSE)
| LOVELY PROFESSIONAL UNIVERSITY

ADVANCED DIPLOMA IN OCCUPATIONAL SAFETY HEALTH & ENVIRONMENT MANAGEMENT

| 2022-23
| VITAL COUNCIL OF VOCATIONAL RESEARCH & TRAINING

MASTER OF SCIENCE (M.SC.) IN ENVIRONMENTAL SCIENCE

| 2016
| BUNDELKHAND UNIVERSITY

BACHELOR OF SCIENCE (B.SC.)

| 2012
| UNIVERSITY OF LUCKNOW

CERTIFICATIONS

- IOSH managing safely
 - Behavioral based safety management
 - Construction industry HSE management system & practitioner responsibilities
 - COSHH - Control of Substance Hazardous to Health
 - Disaster Management with Advanced Emergency Response Principles
 - Essentials Of Fire Safety Principles
 - First Aid at Work
 - Golden Rules of Process Safety Management in Oil & Gas (Upstream / Downstream)
 - Hazardous Waste Operations and Emergency Response Management
 - Management of Change in Process Safety
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SKILLS & ABILITIES

- Project & Time Management
- Communication & interpersonal abilities
- Compliance & Policy Understanding
- Collaboration & Teamwork
- Adaptability & Learning Agility
- Negotiation & Persuasion
- Creativity and problem-solving ability
- Environment Social & Governance
- Poised under pressure
- Fun and energetic

EXPERIENCE

ANALYST | ERM INDIA PVT LTD | NOV 2022 – MAR 2023

- Prepared compliance-driven environmental reports (ESDD, ESGDD, ESG, ESIA, EIA-EMP) for international renewable energy projects.
- Conducted on-site environmental assessments, ensuring regulatory adherence and seamless client collaboration & project execution.
- Managed six-monthly compliance submissions, assisted in Value Pricing Tool (VPT) development, and crafted strategic project proposals.
- Coordinated cross-functional teams & external stakeholders, including government agencies, NGOs, and local communities, for major infrastructure projects.
- Delivered strategic sustainability insights, enhancing corporate environmental objectives through high-quality, timely impact assessments.

SR. EXECUTIVE- GOVERNMENT RELATIONS | GODREJ PROPERTIES LIMITED | DEC 2019 – MAR 2020

- Supported infrastructure projects in Delhi NCR, assisting with environmental clearances and regulatory approvals.
- Conducted environmental monitoring (air, water, soil) via NABL-accredited labs to ensure compliance.
- Facilitated government coordination, aiding in securing statutory clearances.
- Assisted in environmental clearance processes, minimizing impact for construction and infrastructure projects.
- Monitored compliance, performed site assessments, and contributed to remediation strategies.
- Implemented mitigation measures on-site, enhancing environmental performance.

SR. ENVIRONMENT EXECUTIVE- EIA | PERFECT GROUP ENVIRONMENTAL SOLUTIONS | FEB 2017 – NOV 2019

- Supported EIA & EMP report preparation for construction and industrial projects.
- Managed CTE/CTO applications, ensuring regulatory compliance and timely approvals.
- NABET Accredited Field Area Associate in water pollution monitoring, prevention, and solid waste management.
- Handled TOR & EC filings on PARIVESH portal, including documentation and presentations.
- Provided strategic insights for environmental management and conservation strategies.
- Conducted site assessments, developing real-time environmental planning approaches.
- Assisted in internal environmental audits, ensuring sustainability and regulatory adherence.