

Krutika Rajesh Palande

Process Executive at ProtoElectronics Engineering Services

- Fiercely Passionate about Management, Curious about Learning and Motivated to Excel in her Work!

Experience

2017-11 - present Process Executive

ProtoElectronics Engineering Services

Being Process Executive Trainee at Electronics Firm, have 5 months of experience in juggling the Process Schedule and Business Operations of Mumbai-Nashik division. Adept in handling the Inventory, while juggling other General Office Administration Duties. Can execute Appointment Management, Writing Corporate Emails, and Book-keeping while Meeting Deadlines.

Education

2017-08 - 2018-06 Welingkar Institute of Management and Research

- Post Graduate Program in Operations Management - semester 1 score : **65.60%**

2013-06 - 2017-06 G. V. Acharya Institute Of Engineering And Technology

- BE in Electronics and Telecommunication - 2017 - **6.94 CGPI**

2011-06 - 2013-05 Smt. CHM College

- HSC - Science - **60.83%**

2011-06 RGS English High School

- SSC - 2011 - **92.18 %**

Additional Activities

- Secured 1st place in SSYF cultural festival of GVAIET for dance competition.
- Secured 2nd place in Dodge ball at GVAIET annual sports.
- Took a lead to have a successful 'EXTC Farewell Party' for 2016 batch.
- Received 'Certificate of Appreciation' for conducting and coordinating IETE's National level poster making competition at GVAIET.
- Interviewed 30+ candidates for Placement Drive in KVNIEER Institute at Nasik, as HR Panelist from ProtoElectronics.

Personal Info

Address

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Section-32, Ulhasnagar -
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Phone

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E-mail

krutika.r.palande@gmail.com

Date of birth

1995-09-18

LinkedIn

<https://www.linkedin.com/in/krutika-palande-055a78108/>

Skills

Computer Skills - Advanced knowledge of MS Excel (macros, pivot tables, data visualization) Proficient in MS Access (creating and modifying databases, tables, queries and forms; reports) Proficient in MS Office Suite

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advanced

Web Designing - HTML5 , CSS

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Communication Skills - Read, Write, Listen, Speak

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Operations Management - Learning and Implementation

Courses

2017-06 - 2018-06 Post Graduate Program in Operations Management (Sundays Only)

Interests

Practicing Yoga
Reading motivational books/columns regarding nutrition and healthy lifestyle

Software

Arduino IDE
SQL