**RIMA R.KATKAR**

**RESUME**

**Email Id: -** rimakatkar02@gmail.com

**Mobile:** +91-9623358663

**OBJECTIVE**

To enhance the good will of the company with continuous learning for better results

through a disciplined, organized and progressive way with sincere hard work, interest and utmost

Endeavors in the task entrusted to me.

**WORK EXPERIENCE**

**1. Current Employer**: Shubhkiran Quality Forum, Nasik

❖ **Designation:** Management Consultant for ISO 9001: 2015, ISO 14001: 2015, OHSAS 18001:

2007

**Period:** Apr.2018 to till date

**Achievements :-**

❖ Auditor Course as per ISO 9001: 2015

❖ Internal Auditor course’s on “Integrated Management System” as per ISO 9001: 2008, ISO

14001: 2004, OHSAS 18001: 2007 standard from Shubhkiran Quality Forum.

❖ ISO 9001:2015, BS OHSAS 18001:2007

* Kaizen & Waste Control
* Solving problems by doing CAPA and Why- Why Analysis

**Core responsibilities:-**

* Risk management & mitigation planning to address risks
* Establish & adherence to Quality management systems.
* Establish & monitor management points & control points for performance indicators
* Past performance analysis
* Long term & short term project
* Establish & monitor Daily Work Management
* Measurement & monitoring of product/processes through audits
* Monitor & improve outgoing product quality
* Monitor & improve incoming material quality & performance of department.
* Establish & monitor change management process

**2. Organization**: Asset Logistic, Nasik

❖**Designation:** Management Information System (MIS)Executive.

❖**Experience**: 11 months

❖**COMPANY PROFILE:-**

Asset logistics is one of the company which provides good transportation facility.

i.e. Logistic services, Cargo services,Delievery services, Domestic courier services, International courier services.

**Core responsibilities:-**

* MIS reporting to management on daily basis.
* Checking Daily sales
* Keeping track of daily sales
* Planning, coordinating, directing all computer related activities
* Daily database Updating
* Data analysis for generating reports on daily basis.
* Providing strong reporting and information support to management team
* Provide customer support and assistance in issue troubleshooting
* Monitor & improve incoming material quality & performance of department.
* Establish & monitor change management process

**ACADEMIC DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Course/ Examination** | **Institution** | **Marks (%)** |
| 2017 | B.E. in Information Technology | MET Institute of Engineering,  Nasik  **Pune University** | 73.04%  (Dist) |
| 2014 | Diploma in Information Technology | Guru Gobind Singh Polytechnic  **MSBTE** | 75.90%  (Dist) |
| 2011 | S. S. C. | Janta Vidyalaya Pavannagar Nasik.  **MH State Board** | 77.20 %  (Dist) |

**ACADEMIC PROJECT**

**BE PROJECT**:

Seminar & Project report on “Smart technology for woman safety using android application

and Wearable device”

* Duration:1 year
* Languages used : JAVA

**COMPUTER PROFICIENCY**

* Platforms –Windows 7/XP/UNIX.
* Successfully completed MSCIT
* Marathi Typing With Speed W.P.M.30
* Marathi Typing With Speed W.P.M.40
* Internet awareness
* MSOffice 2007,2010

**EXTRA CIRCULAR ACTIVITIES**

* Attended **Java training program** from June 2016 to March2017 at Sai infocorp solution Pvt Ltd, Nasik
* Successfully completed 1 month training as a computer operator at on dot courier services.
* Volunteer at IT Department for the Technical Event, IGNITE-2015 of College MET BKC, Nasik.
* Participated in ICT Quiz during CSI Regional Student Convention-2016 held at MET BKC, Nasik

on 9th &10th February 2016.

* Participated in Code debugging program at Bhujbal Knowledge City, Nasik

**KEY STRENGTH AND ATTRIBUTE**

* Positive Attitude and Team Player.
* Good communication and interpersonal skills.
* Analytical approach in a comprehensive way.
* Hardworking & Enthusiastic.
* Punctual

**PERSONAL DETAILS**

Name: Rima Ramchandra Katkar

Date of Birth: 2nd May 1996

Father Name: Ramchandra Maruti Katkar

Languages known: English, Hindi, Marathi.

**DECLARATION**

I hereby agree that the above mentioned information is true as per my knowledge.

**Date:**

Rima Ramchandra Katkar