



SUMMARY

Highly motivated and professional System Operator and Supervisor with over 2 years of experience providing high-level support to senior executives. Proficient in managing calendars, organizing meetings and events, handling confidential documents. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION

Kings college of engineering

B.E - Computer Science Engineering
2018 - 2022

Govt. Higher Secondary School

Higher secondary
2016 - 2018

SKILLS

- Time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Recruitment and Talent Acquisition
- Leadership and Team Management
- Employee Relations and Conflict Resolution
- Organizational and Administrative Skills

TECHNICAL SKILL

- Windows
- Basic programming (c, react)
- Data Analysis Tools - Excel (pivot tables, VLOOKUP) & PP
- Production Process Knowledge
- Quality Control and Standards
- Technical Troubleshooting
- Knowledge of methodologies-5S, Kaizen

PROFESSIONAL EXPERIENCE

HR Admin - Off Role

Wowtek Company | Sep - 2024 - Present

- Document Management: Handling employee records, contracts, and HR documentation.
- Attendance and Leave Tracking: Managing timesheets, attendance logs, and leave records.
- Initial Screening: Assisting in resume screening or pre-interview assessments.
- Payroll Processing: Collating attendance and overtime data for payroll teams.

Line Supervisor

Spark Minda | (Feb - Aug) - 2024

- Manufacturing Processes - Familiarity with production workflows, equipment, and materials.
- Supervising production line workers and ensuring their tasks align with schedules.
- Experience in motivating teams, resolving conflicts, and maintaining morale.
- Experience with Lean Manufacturing, Kaizen, or Six Sigma to optimize productivity.
- Experience with tools or systems to monitor production metrics like efficiency, downtime, or output.

Developer

Sporfy India private limited | 2022 - 2023

- Programming Languages - Proficiency in languages like C, Typescript, JavaScript, or others depending on the field.
- Frameworks and Tools - Hands-on experience with frameworks like React, Angular, Vue.
- Version Control Systems: Use of Git/GitHub or other versioning tools for code management.
- REST (Representational State Transfer): Most common, uses HTTP methods like GET, POST, PUT, DELETE.