

To  
The Managing Director/HR  
Chhatrapati Shivaji Maharaj University  
Panvel Navi Mumbai  
Date:- 07/05/2022

**Sub:- Application for the post of Asst. COE**

Ref :-

Respected Sir,  
With all my respect, I wish to apply for the position. I came across a very exciting position on your job portal that I believe fits me perfectly. I am interested in applying for the position of Assistant COE. after reading the job description and requirements and matching it with my own experiences, I know that I would be a valuable asset to your organization.  
I have completed Master of Engineering in Electronics and Telecomm. From Pune University. Currently I am working in the Education field in NMIMS Deemed to university at Shirpur campus as a Lab Support Staff. But my Previous Experience is in the Nashik Dist. Co-op Milk Sangh dairy Industry and Electronics industry. In Dairy Industry work as a Milk procurement and Plant Maintenance and installation of Milk analyzer, software  
I have attached a resume for your reference. Pl. see attached resume for additional information on my experience.

Thank you for your consideration, I am waiting for your reply

Thanking you,

Your's sincerely,

(Raosaheb Gulabrao Chavan)

Mobile no:+917507283629

# RAOSAHEB GULABRAO CHAVAN

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## CAREER OBJECTIVE:-

To touch the pinnacle of Industrial and Educational arena with high professional & competitive excellence and to leave no stone unturned with my devotion & hard work.

## EDUCATIONAL QUALIFICATION

Exam	Institution	Board/University	Percentage
ME VLSI & Embedded	SVIT Nashik	PUNE	67%
AMIETE (B.Tech) Electronics and Telecomm. (E&TC).	IETE Delhi	IETE Delhi	70.01% & CGPA 7.3
Diploma in Electronics and Telecomm.engg.	KBH Polytechnic Malegaon Nashik	MSBTE	57.64%
S.S.C	VJHS Nandgaon Nashik	Pune Board	62.71%

## Project in Master of Engineering:-

IOT base Smart Milk Dairy System

## Seminar in Master of Engineering:-

- Collision Detection system using ARM cortex
- IOT Based Environmental Monitoring System using Wireless Sensor Network

## EXTRA CURRICULAR ACTIVITY:

- Workshop in PLC, Hydraulics & Pneumatic from SVIT Chincholi Nashik
- Interested in learn Arduino, Raspberry Pi, ARM controllers

## **WORK EXPERIENCE:**

**1) 05 November 2012 – Till Date Worked in ‘SVKM’s NMIMS Deemed to be university -Mukesh Patel School of Technology Management and Engineering (MPSTME)’ as a “Laboratory assistant” in Electronics & Telecomm. Dept. Worked in ‘SVKM’s NMIMS Deemed to be university -Mukesh Patel School of Technology Management and Engineering (MPSTME)’ as a “Laboratory Assistant” in Electronics & Telecomm. Dept.**

### **Key Job Responsibilities:**

- Assisting Faculty during practical.
- Analytical techniques, handling and operating following instruments and techniques.
- Maintaining and updating centralize (EXTC department) dead stock register.
- Maintaining all the lab equipment in good/Working condition.
- Assisting in financial operations, for e.g. preparing purchase order for Lab Equipment.
- Helping students during their mini project as well as final year projects.
- Work in Exam section as junior supervisor.
- Work in administration department during First Year admissions process.
- Assisted training n placement officer during campus recruitment.

**2). June 2008 – October 2012 Worked in “Atharva College of Engineering” Mumbai as a “Laboratory Assistant” in Electronics and Telecommunication Department.**

### **Key Job Responsibilities:**

- Assisting Faculty during practical.
- Analytical techniques, handling and operating following instruments and techniques.
- Maintaining and updating centralize (EXTC department) dead stock register.
- Maintaining all the lab equipment in good/Working condition.
- Assisting in financial operations, for e.g. preparing purchase order for Lab Equipment .
- Helping students during their mini project as well as final year projects.
- Work in Exam section as junior supervisor.

**3) 13 April. 2001 to 15 June 2008 Worked in Nashik Dudh Sangh in Dairy Industry as a Maintenance Engineer in Dairy Plant**

### **Key Job Responsibilities:**

- Maintaining the Electro- Mechanical Machine like Packing Machine , Electronics Testing Machine like Electronics Milk Tester, milk Analyser.
- Analytical techniques, handling and operating above instruments and techniques & preparing Requirement of Dairy Equipment and Prepare Purchase Order
- Analytical Techniques and installing the Dairy Software, and Electronics Machine
- Maintaining and updating dead stock register.
- Maintaining all the lab equipment in good/Working condition.
- Assisting in financial operations, for e.g. preparing purchase order for material of Packing Machine, Electronics Milk Tester etc.

**4) 1 April. 1999 to April 2001 Worked in Reliance Electronics Nashik as a Quality/Testing/ Production Dept. Assurance in Electronics**

**Key Job Responsibilities:**

- Handle the Quality, Testing & Production Department in Metal Detector like Hand Held metal Detector, Portable/Door frame Metal detector, and Deep search metal detector.
- Analytical techniques, handling and operating above instruments and techniques.
- Maintaining the Record of Quality, Testing & Production dept.

**5) 03 Dec.1997 To 6 Oct. 1998 Worked in Trusha Engg. and Fabrication unit of Asian Electronics Ltd. Nashik as a Trainee Engineer**

**Key Job Responsibilities:**

**In production Dept. AC Capacitor Assembly for Testing, Soldering & panel Assembly**

**PERSONAL SKILLS:-**

- **Relationship Management with Vendors**
- **Effective Communication & Interpersonal Skills**

**PERSONAL DETAIL**

- **Name** :- **Raosaheb Gulabrao Chavan**
- **Date of Birth** :- **01<sup>st</sup> June 1973**
- **Marital Status** :- **Married**
- **Nationality** :- **Indian**
- **Language Known** :- **English, Hindi, Marathi,**
- **Hobbies** :- **Playing chess, listening to music, Reading books.**

I am a dedicated and devoted hardworking professional who can put on substantial and effective hard work. I have sterling character of high integrity and can handle assignments independently or as a member of a team. I believe in optimism and co-operation. I hereby affirm that the information in this document is accurate and true to the best of my knowledge

**Date: -**

**Place: - Nashik**

**Signature**

**(Raosaheb Chavan)**