



SMITA RAO

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• CAREER OBJECTIVE:

Seeking an opportunity to work in a dynamic environment & acquire challenging position, to handle the job effectively by application of my knowledge, skills & experience to the company's best interest.

• WORK EXPERIENCE:

1. Organization
Designation
Duration
Location
Job Description

: K. D. INSTRUMENT SERVICES

: Sales Co-ordinator
: September 2014 to present
: Ambernath, Thane, Maharashtra

- Preparation & documentation of Quotations after complete analysis of client's requirement.
- Preparing database of clientele.
- Customer query resolution in terms of technical details.
- Pre-sales & post-sales follow-ups.
- Documentation & record maintenance of quotations sent & order received.
- Verifying the incoming material & material before dispatching to client
- Keeping track of timely material dispatch to client.
- Providing necessary documents to client along with material while dispatch.
- Keeping track of total material in stock with proper documentation.
- Preparation of AutoCAD drawings as per client's requirement.
- Taking regular Feedback from client to ensure proper service.

2. Organization
Designation
Duration
Location
Job Description

: REVATHI ELECTRONICS & CONTROLS

: Engineer Trainee
: September 2013 to September 2014
: Ambernath, Thane, Maharashtra

- Preparing the quotations against the enquiries sent by the customers after thoroughly studying the required technical documents
- Preparation of custom built drawings of the instruments in AutoCAD as per specifications provided in customer's datasheet.
- Provide approved drawing along with mentioned purchase order & required corrections (If any), after confirmation of order from the customer.
- Preparation of technical documents like performance test certificate & guarantee certificate along with approved drawing to be dispatched along with the instruments.
- Preparation of part drawings of the specified instruments as required for manufacturing in case of modification.

• **EDUCATIONAL QUALIFICATIONS:**

Class	University	Year of passing	%
B.E. (Instrumentation & Control)	Pune	2013	62.99
12 th (HSC-State board)	Mumbai	2009	80.83
10 th (SSC-State board)	Mumbai	2007	83.84

• **PROJECT DONE:**

Title
Duration
Company
Location
Description

B.E. PROJECT

: **STUDY OF CONTROL SYSTEMS & INSTRUMENTATION PROJECTS**

: 9 Months (Aug 2012 –April 2013)

: Forbes Marshall (PIEC Division)

: Pimpri, Pune, Maharashtra

- Study of various control instruments & related process, calibration & testing.
- Documentation work such as study & preparation P&ID, BOM, datasheets etc. required for various on-going projects in the company.
- Observation of Installation & Commissioning of skids & panels at Manufacturer's site.

• **INDUSTRIAL TRAINING**

Company
Location
Description

: SI GROUP- INDIA LIMITED

: Juinagar, Navi Mumbai, Maharashtra

- Developed an understanding of various field instruments & their operation such as Control valves, RTD, Thermocouple & their respective installations, various level & pressure devices such as indicators & respective transmitter, various flow instruments.
- An overview of basic operations of process & related plant instrumentation undertaken in industry.
- Preliminary understanding of use of PLC, SCADA & DCS.
- Familiarized with industrial environment & culture

• **COMPUTER PROFICIENCY**

PROGRAMS	PROFICIENCY LEVEL
Microsoft Office 2007	Intermediate
AutoCAD 2010/2013	Beginner

• **PERSONAL DETAILS:**

Permanent Address

: C-209, Padmavati Complex-1, Sai Section, Ambernath (East),

Dist: Thane, Pin code: 421501, Maharashtra

Details of Parents
& their occupation

Name	Relation	Occupation
Mr. Chandrakant Rao	Father	Retired (M/s. Godrej & Boyce)
Mrs. Revathi Rao	Mother	Administration in-charge

Hobbies

: Dancing, Travelling, Socializing, Playing Badminton

Languages

: English, Hindi, Marathi & Konkani.

DECLARATION:

I hereby declare that the information provided above is true to the best of my knowledge & belief.