



## **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 <sup>th</sup> (HSC-State board)	Mumbai	2009	80.83
10 <sup>th</sup> (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  
  
Details of Parents & their occupation  
  
Hobbies  
Languages

: C-209, Padmavati Complex-1, Sai Section, Ambernath (East),  
Dist: Thane, Pin code: 421501, Maharashtra

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

: Dancing, Travelling, Socializing, Playing Badminton

: English, Hindi, Marathi & Konkani.

**DECLARATION:**

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