

# Kalyani Manojkumar Thakur

Phone No. : 9372609365 | Email: kalyanithakur0907@gmail.com

Location: Uran, Maharashtra

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## Professional Summary

Detail-oriented Electronics and Telecommunication Engineer with strong experience in export-import logistics, project management, and ensuring regulatory compliance through meticulous documentation. Proven ability to design and maintain precise technical documents, engineering drawings, and instrumentation diagrams while streamlining production workflows. Adept at managing multi-departmental projects, leading teams, and delivering accurate results within strict timelines to improve operational efficiency and reporting systems.

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## Education

- **Bachelor of Engineering in Electronics and Telecommunication Engineering**  
Terna College of Engineering, Nerul, Navi-Mumbai  
November 2021 – June 2025
  - **Diploma in Electronics and Communication Engineering**  
Dr. D. Y. Patil Polytechnic, Maharashtra  
August 2018 – August 2021
  - **SSC (Secondary School Certificate)**  
I.E.S. J.N.P.V School, Uran  
June 2005 – March 2018 | Scored 77.20%
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## Professional Experience

### Purchase & Documentation Executive

KVN Enterprises, Uran | May 2021 –Present (5 Years)

- Managed detailed documentation and records for export-import operations, ensuring regulatory compliance.
- Designed efficient cargo logistics workflows, coordinating with freight forwarders and improving shipment timelines.
- Ensured compliance with internal audits and external standards, maintaining accurate documentation.
- Developed technical manuals, layouts, and guidelines for export-import processes.

## **Internship**

**Akshay Controls & Systems Pvt. Ltd.** | 2-Month Internship

- Gained hands-on experience in control system design and production workflows.
  - Learned to prepare technical documentation and adhere to safety standards in equipment operations.
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## **Key Skills**

- **Instrumentation Expertise:** Preparing cable tray diagrams, block diagrams, and hook-up drawings for instrumentation systems.
- **Project Management:** Skilled in coordinating diverse tasks, ensuring timely project completion.
- **Logistics & Operations:** Proficient in cargo stuffing, export-import operations, and vendor management.
- **Other Competencies:** Microsoft Office Suite, time management, multitasking, and client interaction

## **Strengths**

- **Technical Acumen:** Proficient in instrumentation and electrical symbols and their application in production drawings.
- **Creative Problem Solving:** Developed innovative solutions to streamline workflows and boost productivity.
- **Collaboration & Leadership:** Led teams effectively, fostering clear communication and ensuring project alignment.
- **Attention to Detail:** Demonstrated precision in creating accurate engineering drawings and regulatory compliance documentation.

## **Declaration**

I hereby declare that the information provided is true and accurate to the best of my knowledge.

Ms. Kalyani Manojkumar Thakur

**Place:** Uran