

RESUME

Ms. Vidya Manik Kakade

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Address: Kothrud Depot, Right Bhusari Colony, Pune

☐ Career Objective:

Looking for an entry level position in corporate sector where I can apply my skills and experience to contribute in the organization's growth and also get conducive environment to learn and grow.

☐ Education Qualification:

Sr.no	Qualification	University	Institute	Year of Passing	Percentage
1	PGD-ABM	TISS, Mumbai	SIILC, Pune	2019	74.85%
2	B.Sc. Agricultural Biotechnology	MPKV, Rahuri	VPCABT, Baramati.	2018	74.30%
3	HSC	PUNE Board	SCSM, Shrigonda	2014	56.92%
4	SSC	PUNE Board	SVLV, Loni Vyakanath	2012	72.60%

☐ Work experience:

Designation: program coordinator under Pradhan Mantri Kaushlya Vikas Yojana .

Duration: Aug 2019 to March 2020

Job Description:

1. Mobilization at respective locations for potential candidates.
2. Counselling for complete course orientation of program to the aspiring candidates.
3. Coordination with project head, college principal, trainer and candidates.

4. Supervise and manage the training delivery, field visits and practical sessions.
5. Experience in handling day to day queries and their timely resolution.
6. Documenting all queries, new requests, and resolution by ensuring timely delivery.
7. Provide interactive reports to management and taking feedback to improvise the areas of improvement.

□ **Additional Qualification**

□ **On the Job Training:**

Company name: VaishVik Foods pvt ltd.

Duration: Oct – Dec 2018

Jan- April 2019

Role: As a Trainee in Production and Quality Department.

- As a trainee I got opportunity to work closely with production manager and quality head.
- I did the research on waste material of the company for production of biofertilizer.
- Raw material and dispatch check.
- Quality check of product as well as equipment
- Time and motion study in canning section

□ **Academic Project**

HOT (Hands on Training) Project

- **Project Title :** Production Of Chitinase enzyme from Fish Scale Chitin By Using *Trichoderma Harzianum*

□ **Project Description:**

- Biofertilizer
- Antifungal agent
- Low cost Of Production And High market price

□ **Extra-Curricular activities:**

- NSS
- Social Activities –Tree Plantation

□ **Technical Proficiency:**

MS Office: Word, PPT, Excel

☐ **Strengths:**

- ☐ Time Management
- ☐ Hard Worker
- ☐ Patience

☐ **Hobbies:**

- ☐ Cooking
- ☐ Travelling

☐ **Personal Information:**

- ☐ **Date of birth:** 15th March, 1996
- ☐ **Language known:** English, Hindi, Marathi
- ☐ **Permanent Address:** A/P Loni Vyankanath, Tal-Shrigonda, Dist-Ahmednagar, Maharashtra, India.

I hereby declare that the details furnished above are true and correct to the best of my Knowledge

Date: 5th April 2021

Place: Pune

Vidya Kakade