

# DHIVYA

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## PROFESSIONAL SUMMARY

To do my work with loyalty, to achieve higher goals and also use my skills to contribute my maximum ideas, improve my skills and efforts towards the organization which I work with.

Apart from my extensive knowledge of current education legislation, practices and procedures, I feel that my greatest strengths are my ability to build sound relationships with staff.

## EMPLOYMENT HISTORY

### Quality Analyst at Straive

Dec, 2019-Present

Coordinating Team for Work flow optimization.

Providing Training for New joiners.

Achievement of Daily Productivity.

Document Verification and updation from Production Team.

Providing Review meeting and weekly meeting to the team members and production Team.

Cross checking, preparing productivity details of Team on monthly basis.

Conducting Internal Audit.

Providing Final Report to the client.

Taken up Quality related projects for continual Improvement.

I coordinate my team to complete the given task as per daily productivity. Coordinate with other teams to improve the efficiency of work. Quality related approaches like RFT, lean six sigma, CPM, FMEA, ANORIR, Internal audits in production. Engaging with Client side-IQC, ASAT, Upstream Feedback.

## INTERNSHIPS

### MARKET RESEARCH AT MANATEC

April-June 2019

## EDUCATION

MBA, Pondicherry University

Jun 2017-Jun 2019

Specialization-Marketing,Operations

B.Tech, Pondicherry University

Jun 2012-Jun 2016

Instrumentation and Control Engineering

## SKILLS

Leadership

Computer Skill

Microsoft Office

Communication

Problem solving

## AREAS OF EXPERTISE

Training and Leadership  
Project management  
Quality management  
Continual Improvement  
Audit

## LANGUAGES

English	High Proficiency
French	Very Good Command
Tamil	Native speaker