

About Me

Looking to leverage my knowledge into a role position in a high quality, environment where my skills will add value to organizational operations and where there will be the opportunity to grow, gain exposure and work together to create synergy as a fresher seeking a challenging role having this skills and its knowledge.

Internship

Company Name: G.S. Construction & Infra pvt

-2017

Domain: Civil Site Engg.

Description:

Opened, sorted, and distributed incoming messages and correspondence .Purchased and maintained office supply inventories, and always careful to adhere to budgeting practices. Greeted visitors and determined to whom and when they could speak with specific individuals.

Project

Project B.E. = "Habitation techniques to apply protective coating over the exposed/repared Surface."

Project Diploma = "An Experimental Performance of recycled sand in Mortar."

Experience

Company: RJIL vendor

Designation: MIS Executive HR Dept.

Joining: Sept-2020 – Sept 2023

Description: Planning and co-ordinating , directing all computer related activities within an organization.Analyzing business data and processes.

Education

Matoshri Pratisthan School of Engineering
Bachelor of Engineering **SRTMUN**
(Civil Engineering)

2020

Government Polytechnic

2017

MSBTE (Civil Engineering)

MPHS School
SSC

2014

Language

- English
- Hindi
- Marathi.

Skills

♦ Advance level

MS Excel, MS word , MS powerpoint, MS office

♦ Intermediate level

CCC, AUTO-CAD 2D and 3D, STAAD-PRO , HTML , CSS, GITHUB.

♦ Basic level

JAVASCRIPT,SASS,TYPESCRIPT

Strength

- Problem Solving
- Adaptability
- Collaboration
- Willing to learn
- Time Management