

RUCHITA SUHAS PARWADI

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Chinchwad

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OBJECTIVE:

To develop my skills and to utilize best of my knowledge for betterment of organization, this will build a better of myself, my team and organization.

ACADEMIC QUALIFICATION:

Course	College	Passing Year	Percentage	Class
B.E. (Electronics)	Vidyalankar Institute of Technology, Wadala East, Mumbai	2012	70.00	Distinction
Diploma (Industrial Electronics)	Vivekananda Education society Polytechnic, Chembur. Mumbai	2009	86.27	Distinction
S.S.C.	K.M.S. DR. Shirodkar High School, Parel, Mumbai	2006	82.40	Distinction

PROFESSIONAL SKILLS:

Software: Microsoft Office, Microsoft Excel, Microsoft Visio, Microsoft Power Point, Eclipse IDE, SQL Developer, Oracle 10g, Keil C, Mikro C, AVR Studio, EAGLE, PSPICE

Language: Basics of JAVA, SQL Database, Basics of C and C++, Embedded C

Soft Skill: Good Communication, Confident, Counseling, Administration, HR.

EXPERIENCE:

- ❖ Worked with Mr. Nandulal Kumawat (Financial Advisor) as Back Office Executive from June 2018 to June 2019.
 - **Responsibilities:**
 - Office Administration
 - Client Profile Management
 - Policy Audit
 - Follow Up & Consultation with clients
- ❖ Worked in Propertypistol Realty Pvt Ltd, Belapur as HR & Admin Executive from October 2017 to April 2018.
 - **Responsibilities:**
 - Office Administration
 - HR Operations
 - Performance Management
 - Payroll Processing

- Provident Fund & ESIC Processing
- Entry and Exit Formalities
- Employee Welfare Management
- Company Policies Revision

❖ Worked in Vivekanand Education Society's Polytechnic as a Lecturer from January 2013 to June 2015.

Activities:

➤ Co-Curricular

- Power Electronics
- Instrumentation
- Mechatronics
- Control system

➤ Extra-Curricular

- Student Activity In charge
- Traditional Day In charge
- MSBTE Theory Exam Coordinator
- RAC Supervisor

INDUSTRIAL TRAINING:

- Training on *Automation and Communication systems in ONGC* for the period June 2011 to July 2011
- Worked on SCADA PROJECT (WIRELESS SENSOR NETWORK WITH SCADA) in **IIT BOMBAY**.

ACTIVITIES & HOBBIES:

Like listening music, reading books, cooking.

Marital Status	:	Married
Gender	:	Female
Citizenship	:	Indian
Languages	:	English, Hindi, Marathi.
Date Of Birth	:	December 19, 1990.