

Mrs. Smita Mahendra Bavalekar

Address : Raghav Residency, Flat No-6,
Behind RMD Sinhgad College,
Warje , Pune 411 052

Mob No. : 9970783318

E mail ID : smita_man@redifmail.com

Objective: To explore my talents by learning and growing in the industry blended with highest standard of professional and dynamism in both its vision and action, thereby proving to be a valuable asset to the associated organization.

WORK EXPERIENCE

A) SHREE ELECTRICALS & ENGINEERS (INDIA) PVT. LTD. Pune.

A CLASS GOVT. LISENCE ELECTRICAL CONTRACTING COMPANY,
Specialist in Datacenter Electrification Work. H. T. / L.T. Installation & Erection of sub-station. Electrical Estimation & Design. Industrial & Commercial Electrification .Industrial Maintenance & Services .Networking & Telecommunication works.Manufacturing of control panels, PCC, MCC, PLC panels, cable trays, race ways, bus ducts in our associate concern at Hinjewadi , Annual maintenance contracts. Our group companies has turn over of 120 Crores.

Designation

Senior Design Engineer

(From May2007 Oct-2013 (6Years,6 Months,)

Maternity leave

(From Nov 2015 Till Date (1Years,10 Months,)

Job Profile

1. Design & Planning for New Project
2. Detail study of project & Engineering
3. Preparation of Drawings (SLD, Schematics, various type of layouts such as Lighting,Power,Cable tray, Raceway,BBT for Ht LT Projects)
4. Preparation of civil drawings for projects
5. Co-ordination with site team regarding project execution
6. Co-ordination with purchase team regarding procurement
7. Preparation of fabrication item related drawings as per project requirement.
8. Coordination with customers regarding drawings & technical support
9. Preparation of Cable Schedule, Load Calculations
10. Preparation of detailed Material list
11. Preparation of Handing over Document (Project Report)
12. Co-ordination with billing team for quantities
13. Co-ordination with various OEM regarding product technical.
14. Co-ordination with Ovi team regarding panel drawings
15. Co-ordination with Fabrication unit for fabrication items
16. Co-ordination with tendering dept. regarding upcoming project for detail engineering.

Skills-

1. Good command on Auto cad
2. Word, Excel, Power point and Window based software
3. Knowledge of reading and understanding customer specification Drawings and other relevant document.
4. Multitasking & Flexible for work

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QUALIFICATION ACADEMIC : - Passed S.S.C from
Jijamata Girl's Highschool ,Pune
(2000-2001) with 76%

: - Passed H.S.C from
Ashok Maha vidyalaya Pune
(20002-2003) with 56%

TECHNICAL : - 3Year Diploma in Electrical Engg.
From Government Polytechnic
Karad (2005 – 2006) with 61.38%

SOFTWARE SKILLS : - MS-Office , Talley – ERP 9,Autocad 2013

List of Clients/Projects done of Shree Electricals ,

- CENTRAL RAILWAY .
- MSEDCL .
- BSNL.
- GODREJ.
- WIPRO INFOTECH.
- CLEARING CORPORATION OF INDIA LTD.
- TATA COMMUNICATIONS LTD.
- HP INDIA SALES PVT.LTD.
- IDEA CELLULAR LTD.
- IBM INDIA PVT. LTD.
- ADITYA BIRLA GROUP
- FIAT INDIA PVT.LTD.
- TVS LOGISTICS
- BRIDGESTONE INDIA PVT. LTD
- EMRSON NETWORK POWER LTD.
- IITM PUNE
- SUZLON ENERGY LTD.
- MERCEDEZE BENZ LTD.
- BURKALINA FASO(SOUTH AFRICA)
- IITM PASHAN & NOIDA
- IPDS
- SAI AMUSEMENT PARK,SHIRDI

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Personal History

NAME	:	-	Mrs . Smita Mahendra Bavalekar .
DATE OF BIRTH	:	-	08 May 1985
SEX	:	-	Female.
PERMANENT ADDRESS	:	-	Raghav Residency, Flat No-6, Behind RMD Sinhgad College, Warje , Pune 411 052
CONTACT NO	:	-	9970783318
MARTIAL STATUS	:	-	Married
LANGUAGE PROFICIENCY	:	-	English, Hindi, Marathi
CURRENT SALARY	:	-	390000/-PA
EXPECTED SALARY	:	-	480000/-PA

I hereby declare that the above information is true to the best of my knowledge.

Place: Pune

Date: 29/09/2017

Mrs. Smita Mahendra Bavalekar