**Mrs. PRADNYA U. DESAI**

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Flat No. 501 , ‘N’ Wing,

Bharati Vihar Society, Behind Bharati Vidyapeeth,

Katraj , Pune.

Maharashtra -411046 (INDIA).

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| **CAREER OBJECTIVE:** |

To be an integral part of the organization’s growth as being resourceful and innovative at work, and allowing me to utilize and enhance my knowledge and technical skills.

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| **JOB PROFILE:** |

Worked as an **Electrical Testing Engineer / Quality Control Supervisor** at **Maharashtra Elec. – Mech. Works Pvt. Ltd. , Navi Mumbai**, Maharashtra, India from **July-2011** to **November 2014.**

**Description:**

* Raw Material coming from various Companies for manufacturing in our Company the whole material checking & testing properly.
* Keep all the electrical data Sheets , Drawings & Corrosponding data neatly.
* After completing of particular stator packets static test done.
* The perticulat job ( stator ) delievered to party within limited time period with precausion.
* Responsible for **Customer Complaints handling.**
* **If in case any complaints occurred then make it correct in proper manner.**
* **Keep proper communication with different parties for new orders.**
* **Conducting meetings with seniors as well as team members, if some major Failures / Losses occurs.**
* Conduct and Prepare **ISO** **Process Audits** reports and follow up its closers.
* Preparing all the documents regarding Deparment as per ISO,IEC Standards.
* **Caliberation Activity** of test and Measuring Instruments.
* Device sampling procedure and direction for recording and reporting Quality data plan.
* Draft **Quality Assurance policies and procedures**.
* Conduct and Monitor testing and inspection of materials, product to ensure finish product Quality.
* Compile **statistical Quality data** analize data to identify area for improvement in Quality system devlop.
* Recomend and monitor corrective and preventive actions prepare repots to communicate outcomes of Quality activities.
* **Monitor risk management activities**.
* **Monthly Quality MIS** report data collection & reporting.
* Preperation & updation of **Quality inspection plan**.
* Customer communication handling.
* Responsible for **Raw material handling**
* Responsible for **Field returns rejection analysis & reporting**.
* ISO 9001:2008 documentation and Auditing.
* Responsible for Conducting newely joined operators training.

Working as a **Executive Operations** at **Vinsys IT Services, Pune** since **March 2015 till date**.

* Coordinating with Foreign Langauge Trainers and Client's for the requirement of Training/ Translation/ Interpretation.
* To mainitain a track record of Training.
* Maintaining attendance records of Trainers / Interpreters on daily basis.
* To maintain Trainers/ Translator's Database.
* Editing & Proof Reading of Translated file in the original format (In comparison with the original file)

**Achievements at Vinsys I.T Services Ltd.**

1) Was absorbed on rolls within 3 months on the basis of excellent performance.

2) Top performar in the team.

**Extra Activites**

* Have experience of Home Tutions of 6th Standard Maths Subject for approx. 6 Months.
* Have experience in approximate 6 months of translation (Eng.<-> Marathi / Hindi)
* Certified with Basic’s of Chinese language.
* Currently doing preparations for HSK 1 for Chinese Language.(In May 2016)

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| **PERSONAL SKILLS:** |

* Adaptable to changes & ability to learn new technologies.
* Believes in creative thinking and have good analytical skills.
* A hardworking person with a great self-confidence.
* Ability to manage and work in-group of individuals from diverse background.
* Self motivated and capable of working indepandently.

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| **SOFTWARE PROFICIENCY:** |

* Operating System : Windows 2000,2007 & XP.
* Microsoft Skills : MS-Office

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| **EDUCATION PROFILE:** |

* **Diploma in Electronics & Telecomm. Engineering from S.H. Jondhale Polytechnic ,** **Dombivali (W.).Affiliatd to Maharashtra State Board of Technical Education (MSBTE),Mumbai during the year 2004-2007 with an aggregate of 62.56%.**
* **Completed BE in Electronics from Dr. J.J. Magdum College of Engg. , Jaysingpur. During the year 2008 – 2011with an aggregate of 66.71%.**
* **Secondary (X)**from **“Maharashtra State Board of Secondary and Higher Secondary Education,Mumbai”**in the year 2004 with an aggregate of **71.80%**.

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| **ACADEMIC PROJECT:** |

**Project Title** **: R.T.C. Based ON-OFF DataBase manager (Sponserd Project)**

**Role :** Team Lead.

**Objective :**To study the process of Atomation,Sensors,Microcontrollers .

**Project Title** **: RFID Based Library Book Locator**

**Role :** Team Member

**Objective :**To study the process of Sensors,Microprocessors .

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| **PERSONAL DETAILS:** |

Name : Pradnya Uday Desai.

Adress : Flat No. 501 , ‘N’ Wing ,

Bharati Vihar Society,

Katraj , Pune.

Pin Code – 411046.

Date of Birth : 13th April 1989.

Marital Status : Married

Hobbies : Listening music, Playing Chess, Badminton & Reading books / Novels.

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