

SWAPNALI RAMAKANT AYKAR

E-mail id :- swapnali.aykar@gmail.com

Mobile No :- 8169380649

OBJECTIVE:

- ❖ To acquire a challenging position in the industry, to seek and encash opportunities and to put my career on a fast track to achieve my goals and ensure growth of the organization. To gain Experience to continuously develop my innovative skills for a long and rewarding career.

ACADEMIC CREDENTIALS:

Examination	Year	Board /University	(%) obtained
Sensory Certificate	2021	Online	Pass
M.A	2017	Mumbai University	First Class
T.Y.B.A	2015	Mumbai University	First Class
ITI	2011	Belapur ITI	First Class
H.S.C.	2010	Mumbai Board	Second Class
S.S.C.	2008	Mumbai Board	Second Class

TECHNICAL QUALIFICATION:

Marathi / English typing Sp. 30 Speed

WORK EXPERIENCE:

- 1) **Name of Company :** Microchem Silliker Pvt.Ltd.
Location : Mahape
Designation : Officer - Technical Projects
Period : Since 04 February 2015 - Till Date
Work Profile : Responsibility as follow.

- Allotment of shelf life Samples. & Project Sample Login
- Client Conduction & Client Query handles
- Shelf life temperature monitoring of all chambers. Informing authority in case of deviations.
- Report Draft & Final Report Verification in Word Format
- Conducting Sensory Analysis for Shelf-life
- Report Status & Sensory Result in Limes App
- Invoice & Create Daily in limes
- LIMS MIS Export and Comparing of Data using Vlookup and Hlookup.
- Excel MIS reporting using Pivot Table.
- Update all the reports in the Audit software.
- Mailing all the reports to review & get Authorized Signatory.
- Maintaining records of shelf life including archival data, shelf life master sheet..
- Reports & Formats made for Shelf-life. Tech Project
- In terms of technical work co-ordinate with & Tech project.
- Coke Audit Report in verified in audit software
- FSC & invoice Takers in google Sheet
- Good communication in Client

2) **Name of Company:** Bharat Bijalee Pvt.Ltd.

Location : Airoli

Designation : Jr. Executive

Period : Since November 2013 to 30th June 2014.

Work Profile : Responsibility as follow.

Working as per (Transformer) QA Department
SAP Process for Challan Entry PPT Presentation

3) **Name of Company:** Pradeep Metals Pvt.Ltd.

Location : Rabale MIDC

Designation : Jr. Executive

Period : Since September 2012 to 21st Nov 2013

Work Profile : Working as per ERP Software and Purchase & Store material entry

4) **Name of Company** : PULLANI ENGINEERING Pvt. Ltd.
Location : Rabale MIDC
Designation : Office assistance
Period : Since September 2011 to 15 Sep 2012
WorkProfile : Sales & Purchases Entry in ERP Tally
And Debit & Credit.

PERSONAL INFORMATION:

Sex : Female
Marital Status : Single
Date of Birth : 25 October , 1991
Nationality : Indian
Languages : English, Hindi & Marathi
Interest : Playing & Reading , listening music

SELF DECLARATION:

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

Date:

Place: Navi Mumbai

(Swapnali Ramakant Aykar)