**CURRICULAM VITAE**

**KRUTIKA**

**E-Mail:** [**krutika.368386@2freemail.com**](mailto:krutika.368386@2freemail.com)

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**CAREER OBJECTIVE**

Planning to build a long-term career professionally and progressively in well managed organization to become an expert in engineering field hold up a challenging position in the corporate world with dedication and to ensure my highest quality contributiontowards the organization I work with.

**PERSONAL SKILLS**

* I am self-starter and can easily coordinate with any Language speaking colleagues and complete my tasked work.
* Ability to analyze and interpret information.
* Ability to work under pressure.

**EXPERIENCE**

**Company: Wavetech Elevators & Engineers**

**Designation: Administrative Head**

**Period: Aug, 2016 to Feb, 2017**

* Supervise the various sites, monitor and follow-up on the installation process.
* Guide the technicians for their daily assignments.
* Ensure timely handover of lifts to maintenance department.
* Responsible for zero defect installation stage wise.
* Attend customer meetings periodically and explain our requirements clearly.
* Ensure the preliminary site preparatory work is carried out before the materials arrive at site.
* Schedule the job and completion as per the targets within the estimated cost / agreed time schedule.
* Unloading the elevator materials carefully and shifting into concerned store without damage.
* Check all landing doors electrical contact safety switches before AUTO operation of elevators.
* Responsible for ensuring safety requirements are followed at site as per company safety management system manual.
* Receive materials at site and arranged material inspection by consultant.
* Making survey of elevator shaft to find the shaft clearance.
* Making changes in mechanical drawings based on condition and tolerance of elevator shaft.
* Visit sites regularly during installations and communicated with the client for site progress and co-ordinations.
* Designing & ordering templates and brackets as per GAD.
* Inspect the alignments of car & cwt rail and car door & landing doors.
* Arrange third party inspections for final handing over to the clients.
* Report to site and project managers on work progress.

**EDUCATIONAL QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| Education | School/college | Place |
| S.S.C | St. Anthony’s Girl’s High School, | Mumbai – India |
| Diploma in Civil Engineering | Pillais Hoc Polytechnic, Rasayani. | Mumbai –India |

**PROJECT OF 3RD YEAR**

Solution for solving water logging problems in smart city (Navi Mumbai) using Google maps and various satellite software’s.

**OTHER EDUCATIONAL QUALIFICATION**

1. **AutoCAD 2D ( For Civil Engineers & Architects)**

* Using commands
* Specifying Coordinates
* Setting up a drawing
* Lines
* Curves & Points
* Basic Editing
* Advanced Editing
* Organizing Drawings
* Drawing Information
* Text
* Dimensioning
* Complex Objects
* Plotting
* Blocks & XEFs

1. **STAAD.Pro V8i**

* Truss Model
* Beam Analysis
* Concrete Column Design
* Calculating Natural Frequency of a Building-Rayleigh Method
* Coordinates Systems
* Steel Design
* STAAD Foundation Advanced
* Import CAD Models

**PERSONAL INFORMATION**

Name **:** Krutika

Date of birth **:** 29th May 1996

Marital Status **:** Single

Languages known **:** English, Hindi, Marathi, and Telugu

Hobbies **:** Learning new Softwares to Civil Engineering.

Area of interest **:** Field work, office work and Team coordination

Visa Status **:** Visit Visa (Expiring on 19th July, 2017)

Reference **:** Provided on request