

Sarita Singh

Bhopal MP

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Objective

To seek an opportunity to work with interactive organization where I can contribute my knowledge and skill for the growth of organization and in turn to gain exposure that would help me rectify my skills.

Experience

- Inspros Engineers Pvt Ltd** April 2023 - current
Junior Engineer/Customer Representative
Experience
Inspros Engineer's Pvt Ltd
Jr. Design Engineer.
Creates and maintains Master Data and Bills of Materials (BOM) in SAP.
Product Costing.
Created 3D model and detail drawing of product with reference of customer drawing.
Maintaining Organized and efficient document flows by using excellent planning and multitasking skills -Design Planning Sheet, Design for Manufacturing, Design Change Notification .
Maintained employee data and kept updated accounts of all employment records.
Maintained a knowledge base of evolving product offering and improve customer retention proactively recommending new products to existing customers.
Exceeded quantitative metrics on customer satisfaction , customer retention and inquiry volume.
Increases average customer order size for new customer by understanding needs and recommending right products .
- Emerald Industrial Solution** Aug 2021 - March 2023
GET
Used computer software to design products in 3D and detail drafting.
Work alongside customer success team to provide strategic solutions.
- Eicher TMTIL** Aug 2020 - March 2021
Intern
Performed my skill of design and made trolley 3D design of company's plant and modified according to requirements.
Completed copper washer dispenser 3D model project with using Software ZWCAD, Solid Edge 3D Parametric Creo Software.

Education

- Rajiv Gandhi Technical University** 2021
Bachelor Of Technology
8.5 CGPA
- Jawahar Navodaya Vidyalaya** 2017
Higher Secondary
80%
- Jawahar Navodaya Vidyalaya** 2015
High Schools
9.2CGPA

Skills

- Autocad Software

- Solidworks Software
- MS Word, MS Excel,
- Computer Proficiency
- Analytical Skill
- Team Management
- Performance Evaluation Training & Development
- Employee Relations

Languages

- Hindi
- English