CURRICULUM VITAE

**Name**: Ashwini Bhagwan Nitnaware

**Email:** ashwini.n2512@gmail.com

**Contact:** 9373245047

**CareerObjective:**

Securefull-time employment with the organization which offers me the opportunity to learn new things and enhance my skills and where I will get valuable experience with growth opportunities.

**Education:**

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| --- | --- | --- | --- | --- |
| **Class** | **College/school** | **University/Board** | **Yearof passing** | **Percentage** |
| B.E(comp) | Bhivrabai SawantInstitute of Technology and Research wagholi  | Pune University | 2017 | 53.64% |
| Diploma | Bhivrabai sawant Polytechnic wagholi | MSBTE | 2013 | 66.71% |
| S.S.C | Shri sharadchandra vidyalay vadgoan ghenand |  Maharastra State Board | 2008 | 65.53% |

**Skills:**

**Interpersonal Skills and Keypoints:**

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Excellent verbal and written communication abilities. Proficiency with MS Word,MS Excel, Powerpoint.

Dedication to completing assigned task in a time.

Willing to take up challenges and go extra mile to perform work responsibities.

Willingness to learn new skills and things. Ability to perform under pressure.

Strong sense of discretion and professionalism.

Strong organizational and time management skills.

**ComputerSkills:-**

* Fast and accurate typing skills
* MSWord(Creating,Editing and Formatting documents,Graphical documents)
* MSExcel(VLOOKUP, Pivot, COUNTIF, SUMIF, Excel Formulas)
* PowerPoint, Outlook

**Workexperience:**

**CompanyName**: Global Advertisement Services Pvt.Ltd.(Affinity Express inc.)

**TimePeriod**: November 2018 – May 2020 **Designation**:Associate Quality controller **Roles & Responsibilities:**

* Proofreading on PDF, InDesign documents.
* Perform verification on Incoming, In-Process, and Outgoing products.
* Handling the queue for “Revision Ads”.
* Meticulously responsible for “Post Analysis” of the ads.
* Perform complete inspection on customer’s revised instructions.
* Maintain record of inspections and prepare list of defects, interact with other departments to ensure compliance with specification.
* Maintain daily and weekly reports.
* Assist with the identification and development of required procedures and processes related to the Quality Management System.
* Analyzing the quality of all production teams and follows upto ensure that corrective Action has/will take place.

**Personalinformation:**

* Fullname : Ashwini Bhagwan Nitnaware
* Address : Vighnaharta Nagar, Katraj, Pune
* Dateofbirth : 25th Dec,1992
* MaritalStatus : Married
* Nationality : Indian
* Gender : Female
* LanguagesKnown: English, Hindi, Marathi

**Declaration:**

The above information is true to the best of my knowledge and belief.

Date: Signature

Place: (Ashwini Bhagwan Nitnaware)