

# MISS. SHWETA YADAV

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## ❖ Summary :

To grow as an enterprising, resourceful, and flexible professional by utilizing my skills and abilities to the maximum and leveraging my experience in contributing to the growth of the organization.

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## ❖ Interpersonal Skills :

- Strong organizational and time- management skill.
- Attention to detail & accuracy.
- Ability to multitask and prioritize.
- Effective communication skill.
- Problem solving and analytical skill.
- Teamwork and collaboration.
- Leadership.

## ❖ Expertise :

- Microsoft office – Expertise in using Excel for spreadsheets, Word for Documentation and PowerPoint for presentations.
  - Record Keeping – Proficient in organizing and maintaining files, documents, and database for efficient retrieval.
  - Data Entry and Management – Skilled in accurately entering, updating and managing large volumes of data.
  - Administrative Support – Capable of handling day- to- day tasks such as scheduling, Email correspondence and Office coordination.
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## ❖ Industrial Experience :

- December 2024-August 2025 worked at **Amphenol Interconnect India Pvt.Ltd.Landewadi,Bhosari Pune.**
- June 2023-July 2023 Academic Trainee at **Savardhani Agro Satara MIDC, Satara.**

- Feb 2024 – Apr 2024 **Intern at Hindustan Antibiotics Ltd Pimpri, PUNE (A Govt. of India Enterprise).**

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❖ **Education :**

Degree	Year	University / Institute	Percentage / CGPA
B.Sc Biotechnology	2019-2022	Bachelor's of Science in Biotechnology at S.G.M.College Karad, Satara.	84.21% (First class with Distinction)
H.S.C	2017-2019	S.B.S.College Karad, Satara.	60.61%
S.S.C	2017	M.V.M.Pal, Karad, Satara.	79%

❖ **Certification:**

- MSCIT- 86%.
- TYPING – 30.
- Advanced Diploma in Bioinformatics.
- Advanced Diploma in Bioinstrumentation.

❖ **Declaration :**

I am Shweta Ajit Yadav, hereby declare that the above the information is true and correct to the best of knowledge.

**Date :**

**Miss. Shweta Ajit Yadav.**

**Place:**