Anuradha Arun Jadhav.

Training And Placement Officer

Address Pune, MH, 411036 Phone 738-552-4844

 $\textbf{E-mail} \ anuradhajadhav 618@gmail.com$

Dedicated professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.



Faculty collaboration	
	Excellent
MS Office	Excellent
Software system skills	Excellent
Skilled trainer	Excellent
Positive communication skills	Excellent
Technological integration	Excellent
Training program development	Excellent
Classroom expertise	Excellent
Workshop coordination	Excellent
Public speaking	Excellent
Training material development	Excellent

Work History

2022-04 - Training and Placement Officer

Current PDEA's College Of Engineering Manjari, Pune., Pune, Maharashtra

- Assessed skill gaps for employees and developed training courses to meet identified needs.
- Adjusted instructional strategies according to student needs and understanding of material.
- Developed and implemented effective lesson plans to cover necessary material.
- Identified training needs and planned classes accordingly.
- Trained over 500 students with graduation rate of over 89%.
- Acted as training subject matter expert and provided extensive technical support to different departments.
- Analyzed company training methods and made adjustments to rectify issues, increase efficiency and exceed training goals.
- Created curricula, instructions, documents and written tests for various types of training courses.
- Identified workers with specific skill sets to recommend for promotions or raises, increasing internal hiring 100%.

2021-12 - VAM Trainer (Soft Skills Trainer)

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2022-04
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Learnet Skills, India, Pune, Maharashtra

- VAM Value Added Module Consist of ENglish, IT, Communication Skills.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.
- Administered assessments and standardized tests to evaluate student progress.
- Worked with administrators on behavioral issues to support needs of students.

2014-07 - Mechanic

- A. S. Garage, Kolhapur, Kolhapur, Maharashtra
 - Performed diagnostic and troubleshooting procedures to find and identify root causes of mechanical issues.
 - Replaced damaged, missing or defective parts with new and refurbished components.
 - Completed full vehicle inspections to check for leaks, damage or other issues of concern.

2012-10 - Lecturer

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2013-12
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2015-08

Mechanical Engineering Department, Shirol, Maharashtra

- Organization : "Shree Datta Polytechnic College", Dattanagar, Shirol, Dist.
- Kolhapur, Maharashtra 416 120; Duration : From 8th October 2012 to 31st December 2013 [1 Year and 2 Months].
- Subjects Taught : Alternate Energy Sources , Graphics, Mechanical Engineering Materials (MEM), Auto-CAD, Management, Heating Ventilation And Air Conditioning (HVAC).
- Worked as Coordinator for arranging various programs and events at student as well faculty level.
- Used variety of learning modalities and support materials to facilitate learning process and accentuate presentations, including visual, aural and social learning modalities.



2015-08 -	M.E: Heat Power Engineering
2017-10	JSPM College of Engineering, Hadapsar, Pune.University : Savitribai Phule, Pune University - Handewadi, Pune
	fourth Sem Grade - 9.8 Project Title: "Experimental Investigation Of performance of Nano fluid Blend in A Axially Grooved Wick Structured Heat Pipe"
2007-06 - 2011-06	B. E: Mechanical Shivaji University - KIT's College Of Engineering GPA: 65.76
2005-06 - 2007-06	HSC: H. S. C
	Shivaji University - Bapujirao Salunkhe Junior College, Miraj
	GPA: 73.33
1996-06 - 2005-06	S. S. C.
	Maharashtra State Board - Jubilee Girls Highschool, Miraj
	GPA: 78.93



Marathi, English, Hindi

Excellent



MS-CIT Certified

Completed certification course in Auto CAD

Accomplishments

- Completed Vocational Training of 25 Days at "Menon And Menon PVT. LTD, Kolhapur, Maharashtra"
- Completed "Non-Destructive Testing" Training of 2 Days Conducted by "KIT's College Of Engineering, Kolhapur, Maharashtra"

• Completed Vocational Training of 21 Days at "Eaton Fluid PowerLtd., Bhosari, Pune, Maharashtra"