

MRUDULA.M

ASSISTANT PROJECT COORDINATOR&ADMIN ASSISTANT
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Career Objective

To obtain a challenging position in a high-quality work environment where my resourceful the experience and academic skills will add value to the organizational operations. To ensure a project runs smoothly by tracking progress and communicating status to management and project members.

Experience

MACHINE OPERATOR TRAINEE | G-PLAST COIMBATORE

2022-2022(6MONTHS)

- Check visual inspection of molded components
- Production reports that includes cycle time no:of scrap & down time.
- Operate machine.

COGENT AUTOMATION COIMATORE| PROJECT COORDINATOR & JUNIOR DESIGN ENGINEER

2022-2023(1.5YEAR)

- Preparing ISO documents for the projects.
- Assist in generation of machine manuals like, Operating manuals, Maintenance manuals.
- Responsible for preparation of design file copy, Job order copy and assembly copy.
- Ability to communicate technical information with team members and others in the work group.
- Provide support to other department as needed .
- Greet and assist guest in a friendly & professional manner.
- Responsible for creating CAD models, including 2D part drawings.
- Design and development of Sheet metal drawings
- Preparing the Manufacturing Bill of material (BOM), Prepare Long lead Items (BOM) to Purchase Team.

FREELANCE DRAFTMAN

- Collaborated with engineers to ensure drawings were compliant with industry standards.
- Complete the project on time.

GREENE DIESELS & ENGINEERS| THIVANDRUM & KOCHI ADMIN ASSIATANT

- Assists with day to day operation of the HR functions and duties.
- Basic understanding of accounting principles.
- Assists with manager with scheduling appointments and office coordination
- Carry out administrative duities.
- Handle incoming & outcoming communiations,such as emails and phone calls.
- Prepare reports correspondence as needed
- Organize company documents, reports and meeing minutes.

2024-2025**Education**

Central Institute of Petrochemicals Engineering & Technology KOCHI **2019-2022**Diploma in Plastics Mould Technology **2017-2019****Edward Memorial Government Hr. Sec. School**12th Commerce Maths**Skills & abilities**

- Ability to manage multiple task & works
- Problem solving
- Excellent communication skills an upbeat attitude
- Leadership

Softwares Known

- AutoCAD
- Soildworks
- Proficient in office software & phone systems.
- Must be well-versesd in MS office suite(word.Excle,Powerpoint etc..)

Languages

- Malayalam
- English
- Tamil
- Hindi

Declaration

I hereby declare that the information contained herein is true and correct to best of my knowledge and belief.