

# MRUDULA.M

**ASSISTANT PROJECT COORDINATOR&ADMIN ASSISTANT**  
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## Career Objective

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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

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### **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. **2024-2025**
- Basic understanding of accounting principles.
- Assists with manager with scheduling appointments and office coordination
- Carry out administrative duties.
- Handle incoming & outgoing communications, such as emails and phone calls.
- Prepare reports correspondence as needed
- Organize company documents, reports and meeting minutes.

**Education**

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**Central Institute of Petrochemicals Engineering & Technology KOCHI** **2019-2022**

Diploma in Plastics Mould Technology **2017-2019**

**Edward Memorial Government Hr. Sec. School**

12<sup>th</sup> Commerce Maths

**Skills & abilities**

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- Ability to manage multiple tasks & works
- Problem solving
- Excellent communication skills and upbeat attitude
- Leadership

**Softwares Known**

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- AutoCAD
- Solidworks
- Proficient in office software & phone systems.
- Must be well-versed in MS office suite (Word, Excel, Powerpoint etc..)

**Languages**

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- Malayalam
- English
- Tamil
- Hindi

**Declaration**

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