

CURRICULUM VITAE

Sneha Anandrao Powar

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Objective:

To pursue a challenging career in a reputed organization, where I can utilize my knowledge and skills for the achievement of company's goal, while I continuously grow & learn.

Education:

Qualification	College/ Institute	Board/ University	Year	Aggregate
B.E Electrical Engineering	Zeal Education , Pune	SPPU	2012-2015	63%
Diploma Electrical Engineering	I.C.R.E Gargoti	MSBTE	2009-2012	71%
S.S.C	Shrimati V.P.Girls Highschool Gargoti	MSBTE	2008-2009	85%

Project & Seminar Details:

- Project Name- Modeling STATCOM Under Different Loading Condition
- Details- In this Project Reactive Power injected in transmission line with or without STATCOM under Different Loading Condition.

Work Experience:

- **Techsol Service Pvt Ltd- 12th August 2015 to 5 September 2017.**

Roles and Responsibility

- > Vendor Development & Vendor negotiation
- > Issue a PO to Vendor. And follow up for material Delivery.
- > Stock Analysis & Stock Manage
- > Prepare the proposal for obtaining approval for placing the Purchase Order

- > Obtain approval for selecting a particular vender and place a Purchase Order on the vendors.
- > Invoice Check against PO & Price List
- > Create Tax Invoice and Provide to Customer.
- > Visit Site and Clear Site Issue.
- > Create Quotation and Provide to Customer.
- > Solve Customer Issue and attend meeting.

Sharayu Power Engineers - 11 September 2017 to 13 July 2019.

Roles and Responsibility

- > As a Electrical Engineer for LT , HT & EHV Projects.
- > Vendor Development & Vendor negotiation
- > Issue a PO to Vendor. And follow up for material Delivery.
- > Stock Analysis & Stock Manage
- > Prepare the proposal for obtaining approval for placing the Purchase Order
- > Obtain approval for selecting a particular vender and place a Purchase Order on the vendors.
- > Invoice Check against PO & Price List
- > Create Tax Invoice.
- > Create Quotation.
- > AutoCAD Design such as 132 Kv, 33 Kv, 11 kv layout, SLD.

➤ Account Experience:

- > Maintain day to day books of Accounts in Tally,
- > Maintain Bank Reconciliation Statement and Reconciliation Of Debtors & Creditors,
- > Maintain Journal Entry Sale, Purchase & Exp Invoice.
- > Maintain Petty Cash Book.

Shalaka Infra-Tech (I) Pvt Ltd - 15 July 2019 to Till Date.

Roles and Responsibility

- > As a Electrical Engineer for LT, HT & EHV Projects.
- > Searching Tender on all Govt Website.
- > Prepare Tender Documents.
- > Vendor Development & Vendor negotiation
- > Issue a PO to Vendor. And follow up for material Delivery.
- > Stock Analysis & Stock Manage
- > Prepare the proposal for obtaining approval for placing the Purchase Order
- > Obtain approval for selecting a particular vender and place a Purchase Order on the vendors.
- > Invoice Check against PO & Price List
- > Create Quotation.

> AutoCAD Design such as 132 Kv, 33 Kv, 11 kv layout, SLD

Software Exposure:

> Auto CAD, Excel, Power Point, Tally ERP 9, ABS Software.

Personal Information

Name: Sneha A. Powar

Permanent Address: At/Post-Akurde, Tal-Bhudargad, Dist-Kolhapur,416209.

Current Address: Flat No 702 B Wing 7th Floor Windsor County Near Ambegaon Dmart,
Narhe Road Dattanagar Pune.411046

Age & Date of Birth : 28, 03/03/1993

Gender : Female

Marital Status : Married

Languages known : English, Hindi, Marathi

DECLARATION

I here by declare that above provided particulars are true to the best of my knowledge and belief.

Place:Pune

Sneha A. Powar

Date: