

ASMITA CHAVAN

PRODUCTION ENGINEERING | OPERATIONS COORDINATION | PROCESS IMPROVEMENT

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PROFESSIONAL SUMMARY

Production Engineering graduate from VJTI Mumbai with six months of manufacturing experience at Siemens Ltd. and professional experience in technical support and operational coordination. Skilled in issue tracking, data validation, process documentation, discrepancy identification, and cross-team coordination. Familiar with manufacturing workflows, BOMs, SOPs, and material tracking. Brings a systematic, detail-oriented approach to operational tasks and continuous improvement.

TECHNICAL & OPERATIONAL SKILLS

Operations: Activity Monitoring, Task Prioritisation, Issue Tracking, Operational Coordination, Timely Escalation

Process & Quality: SOP Awareness, Process Verification, Quality Documentation, Record Maintenance, BOMs

Tools: MS Excel, Power BI, SAP Exposure, JT Viewer, MS Office, Data Validation, Dashboard Verification

Professional Strengths: Attention to Detail, Problem Identification, Communication, Teamwork, Accountability

PROFESSIONAL EXPERIENCE

Technical Support Engineer

Jul 2026 – Present

Innomise Technologies Pvt. Ltd.

Mumbai, Maharashtra

- Analyse reported issues, clarify requirements, and coordinate with technical teams to support timely resolution.
- Validate dashboard information against source records, identify discrepancies, and verify corrections.
- Maintain issue logs, pending actions, and status updates; follow up with stakeholders on unresolved items.
- Support project operations through data checks, documentation, and structured issue escalation.

Industrial Engineering Intern – Manufacturing Operations

Jul 2025 – Jan 2026

Siemens Ltd. – Switchboard Manufacturing Division

Kalwa, Mumbai

- Gained hands-on exposure to LT switchboard assembly, panel wiring, shop-floor activities, and manufacturing workflows.
- Used BOMs, routing information, engineering documents, JT Viewer, and SOPs to understand component requirements.
- Coordinated with Production and Stores teams on material availability, component identification, and production support.
- Maintained an Excel material tracker covering part codes, descriptions, quantities, locations, and usable/scrap status; gained exposure to SAP workflows.
- Observed continuity and insulation-resistance checks and supported quality observations and process documentation.

PROJECT EXPERIENCE

Material Tracking & Process Improvement – Siemens

- Developed and maintained an Excel-based material tracker for component codes, descriptions, quantities, storage locations, and material status, improving shop-floor material visibility and helping personnel identify parts more efficiently.

EDUCATION

Veermata Jijabai Technological Institute (VJTI), Mumbai

2022 – 2026

B.Tech. in Production Engineering

University of Mumbai

ADDITIONAL INFORMATION

Languages: English, Hindi, Marathi

Availability: Short notice