

# CHETNA GANESH RANDIVE

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## SUMMARY

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I am a motivated graduate eager to learn and gain practical experience. I adapt quickly and welcome new challenges. With a problem-solving approach and strong communication skills, I am prepared to contribute to a team while continuously developing my abilities. I look forward to starting my career and making a positive impact wherever I go.

## KEY SKILLS

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Analytical Skills, Communication, Organizational Abilities, Technical Proficiency, Team Collaboration, Problem Solving, Detail Oriented.

## EXPERIENCE

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### Suvarna Internationals

*Intern-Operations Executive*

**Pune, Maharashtra, India**

August 2024-November 2024

- Client & Vendor Communication liaising with suppliers, buyers, customs agents, and transporters to ensure timely deliveries.
- Market Research & Reporting analysing trade trends, preparing reports.
- Documentation Handling by preparing and verifying shipping documents like invoices, bills of lading, packing lists, and certificates of origin.

### Progoms

*Jr Consultant*

**Pune, Maharashtra, India**

July 2023-June 2024

- Research & Data Analysis by data gathering and decision-making method.
- Client Support by assisting clients with queries, understanding their needs, and providing relevant solutions.
- Learning & Development continuously upgrading skills, attending training sessions, and staying updated with industry trends.

### Progoms

*Intern - UI/UX*

**Pune, Maharashtra, India**

October 2021 - February 2022

- Learned how to create designs that are intuitive and user-friendly by focusing on the needs and behaviour of users.
- Understood the importance of collecting user feedback and iterating designs to improve user experience continuously.

### PrepBytes

*Intern - Campus Business Manager*

**Gurugram, Haryana, India (Remote)**

August 2021 – November 2021

- Promoted Company Events through the social media platforms.
- Planned and managed events and activities to increase company presence.

### PC Cure

*Intern*

**Pune, Maharashtra, India**

May 2019 – July 2019

- App Development In Android using Kotlin
- Learned about the Android supportive app development using Kotlin language.
- Covering the fundamentals of Android app development using Kotlin, including UI design, database integration, and app deployment.

## PROJECT

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### Forest Fire Detection and Prediction System

July 2022-March 2023

- The project was developed using the knowledge of Deep Learning and IOT.
- Detection system was developed using concepts of deep learning such as image processing, Feature Extraction etc.
- Prediction system was developed using real-time IOT tools such as raspberry-pi, anemometer, etc.

### Toll – tax Collection Using RFID

July 2019- Marh 2020

- The purpose of the project was to detect and automatically collect the toll-tax.
- Project was implemented using java and IOT knowledge.
- Real-time components such as rfid tags, rfid detector, Arduino, etc were used.

## EDUCATION

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### PVG COET

Pune, Maharashtra, India

*Information Technology B.E. (Bachelor of Engineering)*

January 2020-July 2023

**Coursework:** Deep Learning, Cyber Security, Social Computing, Management.

- Project Paper – Spring Nature Group
- College Event Recognition Certificate

### Maharashtra Institute of Technology (MIT Polytechnic)

Pune, Maharashtra, India

*Computer Engineering-Diploma*

July 2017-October 2020

**Coursework:** Network and Information Security, Python, Java, Management

- Project Paper- JETIR

## CERTIFICATION

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- ChatGPT for HR – Great Learning
- HR Analytics – Great Learning
- HR Management (Short Course) – Oxford Home Study Centre
- Human Resources: Recruitment and Selection – The Open University
- Human Resource Management Course – Great Learning
- Developing skills as an HR professional – The Open University

## ADDITIONAL INFORMATION

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- **Date of Birth:** 27<sup>th</sup> Nov 2001
- **Languages:** English, Hindi, Marathi
- **Interests:** Music, Writing, Outdoor Games