



SHIVANI UKEY

EXPERIENCE

CURRENT DESIGNATION

→Organization Name -AIIMS Nagpur

→Designation - Office Assistant

→Duration-20 March 2020-till date

Work Experience:

- Under the Supervision of **Medical Superintendent at AIIMS Nagpur.**
- Took active part in getting National Accreditation Board for Hospitals & Healthcare Provider (NABH) accreditation for AIIMS Nagpur.
- Government finance rules-2017 and regulations for purchasing equipment's and other items for the Institute (Purchasing related work).
- Worked on the Kayakalp Award Scheme between 2021-2022.
- Knowledge of RTI ,Parliamentary questions & answers
- Management of the Program, CME, Lectures, and the Speech of the Medical Superintendent.
- Scheduling of Interviews
- Secretarial Work

PREVIOUS POSTING

→Company Name - Altius Customer Services Pvt Ltd

→Designation - Customer Service Associate

→Duration-27 March 2019-March 2020

- Efficiently attending and resolving customer's queries, Recipient of best performance award and got regular incentives from the Company.

Part-time EXPERIENCE

→Company Name - Laser Creation, Nagpur

→Designation- Secretary

About Me

Quick Learner, Straight-forward,
Self-motivated

PERSONAL DETAILS

Name:-Shivani Mangesh Ukey

DOB :- 05 Dec 1996



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Nagpur, 440026

LANGUAGE

- English
- Hindi
- Marathi

JOB PROFILE

- Office Assistant
- Customer Service Associate

EXPERTISE

- Excellence knowledge:
Word, PowerPoint, Excel
- Operating System:
Windows 8.1,10

EDUCATIONAL QUALIFICATION

Exam degree	College /School	University/ Board	Percentage (CGPA)	Year of passing
MBA (HR & Marketing)	JD College of engineering and management	DBATU		Pursuing
BE (Computer Science and Engineering)	JD College of engineering and management	RTMNU (Rashtrasant Tukadoji Maharaj Nagpur University)	8.65/10	2018
H.S.S.C	Mahatma Gandhi Junior College	State board (Maharashtra)	59%	2014
S.S.C	Mahatma Gandhi Centennial Sindhu High School	State board (Maharashtra)	74%	2012

PROJECT DETAILS

ACADEMIC PROJECT

- Title : "Cursor movement control by hand gesture"
- Description: All the movement (single click, double click and zoom in, zoom out, scrolling) of cursor is done figure tips. User have to simply put Blue, Green color cello-tape on his fingers

INNOVATIVE PROJECT

- Title : "App for Sensing Weight of vehicle"
- Description: We was designed an integrated mechatronic system which will detect overload condition of vehicle and also give the exact location of the truck driver, if in certain case the truck will be overloaded by driver then automatically the message will send to RTO and the Owner of the truck. And if driver will not remove overloaded load from vehicle the engine will be cut off by the system. Also we produce an android application, by using application in accident condition or in other problematic condition if driver will double tap on its voice button then the owner get its current location.

AWARDS / ACHIEVEMENTS

- Won consolation prize in “Smart Indian Hackathon 2017” organized by Ministry of Road Transport and Highway, Government of India under the privilege of Prime Minister Mr.Narendra Modi (AICTE).
- Won 1st prize in “paper presentation” at JD college of Engineering and Management, Nagpur
- Excellence performance award at Altius Customer Services Pvt Ltd

ADDITIONAL ACTIVITIES

- Learned basic in workshop of “MATLAB” at Ramdeo-baba College of Engineering (2016), Nagpur.
- Learned basic in workshop of “Android” at IIT Bombay(2016).

*“The above information furnished is true, complete and correct to the best of my knowledge”

Place: Nagpur

(Miss. Shivani Mangesh Ukey)

Date: