

CAREER OBJECTIVE			
Seeking a challenging position with an organization that has the vision and potential for development, growth and expansion and at the same time a high standard of performance and business ethics.			
PERSONAL DETAILS			
Name	Arti Kak		
Telephone no.	+91 97179 53878	Email Address	kakarti03@gmail.com
EDUCATIONAL QUALIFICATION			
Academic Qualifications	Subjects	Awarding Body	
3 years Diploma in Electronics and Telecommunication.	Digital electronics, electrical circuit theory, TV engineering, material process and communication engineering.	Technical board of Karnataka, Bengaluru – India.	
EXPERIENCE DETAILS (in reverse)			

From	To	Till date
January 2017		
Property & Country	Designation	Office Manager
Ritz AC and Refrigeration		
Detailed Description of the Property:	No. of staff under my supervision	32
Repairing and maintenance unit for small- and large-scale projects		
Detailed Description of duties:		
<ul style="list-style-type: none"> Handling of incoming quality control of material and spare parts before actual servicing. Post repair quality check and report any the missing elements. Analyze, plan, and execute the daily, weekly, monthly and quarterly reports of overall repair kits. Assist the P&L statement for the month end. Plan and prepare the weekly roster for the team. Supervise the office supply and daily shift operations. 		

From	To	Till date
September 2013		December 2016
Property & Country	Designation	Administration Supervisor
Ritz AC and Refrigeration		
Detailed Description of the Property:	No. of staff under my supervision	28
Repairing and maintenance unit for small- and large-scale projects		

Detailed Description of duties:			
<ul style="list-style-type: none"> Supervise overall operations of the office. Assist admin supervisor for quality check and reporting. Assist in planning and preparing the weekly roster for the team. Supervise the office supply and daily shift operations. 			

From	July 2011		To	August 2013
Property & Country	Ritz AC and Refrigeration		Designation	Administration Coordinator
Detailed Description of the Property:		No. of staff under my supervision	15	
Repairing and maintenance unit for small- and large-scale projects				
Detailed Description of duties:				
<ul style="list-style-type: none">Assist the month end filling and coordinate overall operations of the office.Plan the itinerary, maintain the daily diary of the office director and manager.Coordinate the daily, weekly, and monthly meetings for the team.				

From	September 2006		To	June 2011
Property & Country	Elin Electronics		Designation	IQC and production controller
Detailed Description of the Property:		No. of staff under my supervision	60	
Major manufacturing unit for DC motors, mainly importing the motors to Germany.				
Detailed Description of duties:				
<ul style="list-style-type: none">● Handling of incoming quality control of material before the actual manufacturing.● Postproduction quality check and report any the missing elements.● Analyze, plan, and execute the daily, weekly, monthly, and quarterly production of DC units.● Supervise the chain supply and daily shift operations.				

From	April 2000	To	August 2006
Property & Country	Signal cables and wires	Designation	Quality and site engineer
Detailed Description of the Property:	No. of staff under my supervision		15

Manufacturing unit of high-quality copper wires.
Detailed Description of duties:
<ul style="list-style-type: none"> • Checking the quality of the copper cables such as diameter check, tensile strength, R.BD (Rod breakdown). • Supervise the overall shift operations and assist the quality manager in reporting the correct data and analysis. • Site checks and reports to site manager accordingly.

From	January 1998	To	March 2000
Property & Country	Gold star electronics (LG)	Designation	Production Trainee
Detailed Description of the Property:	No. of staff under my supervision	Nil	
The world’s major electronics brand known to be the best TV manufacturing company formally known as “Gold star”.			
Detailed Description of duties:			
<ul style="list-style-type: none">• Worked on PCB, fixing the components and testing unit supply.• Working on CRT tube.• Worked on wiring components and arrangements.			

From	October 1996	To	December 1997
Property & Country	Alps International	Designation	Industrial Trainee
Detailed Description of the Property:	No. of staff under my supervision	Nil	
Major manufacturing unit of hearing aids.			
Detailed Description of duties:			
<ul style="list-style-type: none">• Worked on hearing aid components and testing unit supply.• Worked on wiring components and arrangements.			

Special Trainings Attended		Awarding Body
IC Based ROM reader	Project based learning and trainee	Technical board of Karnataka, Bengaluru – India.
Special Skills & Strengths:		
Good knowledge of MS office. Well conversant with the use of the Internet.		
References:		
Available upon request.		