

Silpa Devadas

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Punggol Edgefield plains, Blk 673C, #04-627, 823673

EDUCATION

Mahatma Gandhi University Kottayam, Kerala

Aug- 2013

Bachelor of technology in Applied Electronics and Instrumentation, Percentage: 70.42

International management and sports college, Singapore

Aug-2024

Diploma in supply chain and logistics management

CERTIFICATIONS

- Server administration and networking, Centre for development of imaging technology Kerala, India
 - Certified specialist in Data Science and Analytics, ICT Academy of Kerala, India
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EXPERIENCE

WAREHOUSE ASSISTANT, NESS PTE. LTD

25 Greenwich Drive, Singapore | February 2024 – August 2024

- Improved time management skills by balancing multiple priorities , leading to timely task completion without compromising quality of work.
- Demonstrated adaptability by taking on new responsibilities as needed, resulting in increased efficiency within the department.
- Filled out timesheets and paperwork according to identified requirements.

AFTER-SCHOOL TUTOR, FREELANCER

India (Remote) | December 2021 - July 2024

- Improved students' overall academic performance by providing one-on-one tutoring in various subjects.
- Assisted students with homework assignments, ensuring timely completion and thorough understanding of concepts.
- Motivated students towards learning and studying to build self-confidence and reduce fear of failure.
- Provided homework assistance using specific curriculum and materials.

OFFICE SECRETARY, ASTOUND SHIPPING AND LOGISTICS

India (Remote) | October 2020 - October 2021

- Provided excellent customer service through prompt response to inquiries, resolving issues quickly and professionally.
- Responded to inquiries from callers seeking information.
- Provided clerical support to company employees by copying, faxing, and filing documents.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Improved document management processes by digitizing paper records into an easy to navigate system.
- Ensure office equipment was always functioning optimally through regular maintenance checks avoiding any disruptions in daily tasks.

INSTRUMENT MECHANIC, SUNNY HOPES

India (Remote) | June 2015 - September 2020

- Maintained detailed records of instrument repairs and calibrations to ensure regulatory compliance and audit readiness.
- Coordinated with vendors for timely delivery of replacement parts and specialized tools as needed.
- Ensured accuracy of control system documentation by updating drawings, schematics, manuals, and other technical materials as needed following repairs or modifications.
- Increased quality assurance efforts by regularly inspecting field instruments for potential failures or deviations from established performance standards.

GRADUATE APPRENTICE, VIKRAM SARABHAI SPACE CENTRE TRIVANDRUM

India | March 2014 - March 2015

- Gain an understanding of research and development industry by assisted senior scientists.
 - Created P&I diagrams, drawings and specifications for prototypes and testing procedures by using AutoCAD.
 - Completed in-depth calibration test of sensors and gauges like pressure gauges and sensors, vacuum sensors, temperature sensors and transmitters.
 - Modified, maintained and repaired electronics equipment or systems to achieve proper functioning along with senior engineers.
 - Interpreted and utilized wiring diagrams and technical specific instructions to configure instrumentation and telemetry devices.
 - Acquired knowledge on NI LabVIEW software, NI PXI & SCXI based systems and PLC & SCADA based systems.
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SKILLS

- Teamwork and Collaboration
 - Quick Learner
 - Attention to Detail
 - Problem-Solving
 - Multitasking and Organization
 - Microsoft office
 - Interpersonal and Social Skills
 - Flexible Schedule
 - Team Collaboration
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DECLARATION

I, **Silpa Devadas** hereby declare that all the above details are true to my knowledge and can be supported by necessary documents.

Thanking you,

SILPA DEVADAS