

KAJAL VITTHAL SUTAR

At Post: In front of L.I.C. Office, Malvan

Tal. : Malvan, Dist.: Sindhudurg, 416606

Email: kajal19101993@gmail.com

Cell No.: +91 9420336984 / 9607447280



OBJECTIVE	Seeking a responsible position in a reputed organization where my mechanical designing and administrative skills can contribute towards the growth of organization.
EDUCATIONAL QUALIFICATION	<ol style="list-style-type: none">1. Master of Technology (Production Engineering) Dbatu University, Kolhapur in 2022 with 10 pointer2. Bachelor of Engineering (Mechanical) Shivaji university, Kolhapur in 2018 with 63.19%3. Diploma in Mechanical Engineering MSBTE in 2014 with 65.79% <p>. DGCA Certified Drone Remote Pilot Trainer</p>
WORK EXPERIENCE	<ul style="list-style-type: none">➤ August 2018 to June 2024, Head of the Department & Lecturer in Mechanical Engineering, Metropolitan Institute of Technology & Management, Sindhudurg.➤ 23rd July 2025 to 17th Oct. 2025 ,Visiting Lecturer in Mechatronics Engineering Department at SSPM College of Engineering , Kankavali
ROLE & RESPONSIBILITIES	<p>Worked as Head of the Department & Lecturer for Mechanical Engineering diploma</p> <p>Giving lectures and conducting practical on subject Mechanical Engineering Materials, Manufacturing Processes, Computer Aided Drafting, Theory of Machine, Measurement & Control, Solid Modeling (CATIA), Engineering Graphics, Mechanical Working Drawing & Advanced Manufacturing Processes.</p> <p>Working for under graduate, diploma, ITI (Practical), MSBTE Examination; Such as Controller, Officer In-charge, Question Papers setter, Examiner, Supervisor, Paper Assessor and Moderator.</p> <p>Preparing Study material for CATIA and AutoCAD learning workshop for students.</p> <p>Working as project guide for Mechanical diploma (Micro, Mini, Major)</p> <p>Preparing the Teaching & Laboratory Plan for degree and diploma Courses.</p> <p>Maintaining the Attendance, Assessment Records of students and academic</p>

	records for AMC purpose.
	Working as counsellor for career in engineering (Mechanical Engg.)
	Campaigning for career in technical education in rural areas.
	working as Facilitation Centre In-charge for CAP of DTE, Maharashtra.
	Organizing Technical and Nontechnical Events.
COMPUTER COMPETENCIES	Design and Analysis Software: CATIA V5R20, AutoCAD Other Software: Microsoft office Suite, CorelDraw
IN PLANT TRAINING	Fairfield Altas Ltd., Kolhapur, Period:25 th May 2017 to 10 th June 2017.
PROJECTS	M.TECH. Project: Experimental analysis and study of prediction of fatigue life for spot welded joints. B.E. Project: Magnetic Fuel Conditioning Diploma Project: Electromagnetic Clutch
PAPER PUBLISHED	Kajal Sutar and M.A.Sutar, ‘ Experimental analysis and study of prediction of fatigue life for spot welded joints ’, International Journal for Scientific Research & Development (IJSRD), Vol-8 Issue-4 2022, IJARIII-ISSN(O)-2395-4396.
WORKSHOP & TRAINING PROGRAM ATTENDED	Attended Five days MSBTE Sponsored Industrial Training Program conducted by M/s BOSCH-DYPSOEA Joint Certification Center (JCC) Pune on 30 th October to 03 rd November 2023. Attended One day National level Workshop on “Impact of NBA Process in Quality & Capacity Building of Polytechnics” at KIT College of Engineering, Kolhapur on 26th March 2022. Attended Five days MSBTE Sponsored Industrial Training Program conducted by M/s BOSCH-DYPSOEA Joint Certification Center (JCC) Pune on 20 th January to 24 th January 2020.
GENERIC SKILLS	1. Believes in Team work. 2. Problems Solving Skills. 3. Good listener. 4. Smart & Hard working.
PERSONAL DETAILS	Date of Birth: 19th October, 1993. Gender: Female Languages known: English, Hindi, Marathi

Declaration:

The above given information is true and correct to best of my knowledge and belief.

(Ms. Kajal V. Sutar)