

TANUJA JADHAV

B.Tech Electrical Engineering | HR Intern | Engineering & EV Technology

PROFESSIONAL SUMMARY

Motivated B.Tech Electrical Engineering student with a CGPA of 8.75/10 and internship experience across Human Resources, Industrial Automation, Engineering, and Electric Vehicle technologies. Strong written and verbal communication, customer handling, teamwork, problem solving, coordination, and documentation skills. Comfortable with MS Office, digital tools, AI tools, and structured information handling. Demonstrates adaptability, initiative, and a strong interest in technology-driven professional environments.

EDUCATION

B.Tech in Electrical Engineering — Zeal College of Engineering and Research, Pune

CGPA: 8.75/10 | Expected Graduation: 2028

INTERNSHIP EXPERIENCE

HR Intern — iTelematics Software Pvt. Ltd.

- Supported recruitment activities, interview coordination, HR documentation, and onboarding processes.
- Coordinated with cross-functional teams and maintained structured employee and internship information.
- Contributed to HR and EV-domain activities, communication, and digital documentation.

Electrical Engineering Intern — Affinity Automation

- Worked with MCC, PCC, and APFC panels and gained practical exposure to PLC basics.
- Prepared and organized Bill of Materials (BOM) data and engineering information.
- Supported engineering documentation and coordination activities requiring accuracy and attention to detail.

Engineering Intern — ProAzure Pvt. Ltd.

- Supported engineering documentation and project-related activities.
- Assisted with structured information handling and project support.

ACHIEVEMENTS & PROFESSIONAL PROGRAMS

- Selected for the **IBM Bharat Cares initiative through AICTE**, recognizing participation in a structured industry-oriented development program.
- Selected for the **Hitachi WIE Initiative**.
- Selected through the **AICTE National Internship Portal**.
- Completed multiple industrial internships spanning HR, engineering, automation, and EV technology.

CORE SKILLS

Professional & Communication	Technical & Digital
Written English & Professional Communication Customer Handling & Problem Solving Teamwork & Cross-functional Coordination Documentation & Attention to Detail Adaptability & Time Management	MS Excel, Word & PowerPoint Python (Basic), HTML/CSS JavaScript (Basic), Figma AI Tools & Basic Computer Skills Industrial Automation, PLC Basics & EV Technology

ADDITIONAL STRENGTHS

Professional communication • Customer-focused mindset • Active listening • Problem solving • Team collaboration • Quick learning • Adaptability • Documentation • Attention to detail • Computer proficiency

CAREER INTEREST

Customer support, HR operations, project coordination, engineering support, EV technology, and technology-enabled business roles.