

VIVEKA MAHALINGAM



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Career Objective:

Motivated and detail-oriented professional seeking an opportunity to utilize my technical knowledge, documentation skills, basic SAP knowledge, and PCB design fundamentals in a growth-oriented organization. Eager to contribute effectively to team success while continuously enhancing my professional, technical, and problem-solving abilities

Professional Experience

DTP Operator

Schneider Electric India Pvt Ltd, Chennai

2025 - Present

- Prepared and formatted technical and business documents with accuracy.
- Managed document editing, data entry, and documentation processes.
- Worked on maintaining records and reports efficiently.
- Coordinated with team members to ensure smooth workflow and timely task completion.
- Utilized basic SAP knowledge for operational and documentation-related activities.
- Maintained quality standards and attention to detail in daily tasks.

Academic Credential:

- B.E-EEE (2021-2025) at Vivekananda College of Engineering for Women | Percentage – 69.6%
- HSC (2020-2021) at P.A. Vidya Bhavan Hr. Sec. School, Karur |72.8% • SSLC (2018-2019) P.A. Vidya Bhavan Hr. Sec. School, Karur |70 %

Internship:

- Attended internship on the topic of “Printed Circuit Board Design” at TECH POWER SOLUTION, Chennai | 10.06.2024 to 27.06.2024
 - Worked on Printed Circuit Board (PCB) design concepts.
 - Gained practical exposure to ORCAD tools and circuit design.

Projects:

- PCB Design for Boost Converter, Using ORCAD.
Designed PCB layouts using ORCAD software.
Analysed circuit connections and component placements.
- Smart Method to Detect Human Presence for Rescue Operation.

Developed a concept for detecting human presence during rescue operations Focused on improving emergency response efficiency.

Technical Skills:

- Desktop Publishing (DTP)
- Basic SAP Knowledge
- MS Office (Word, Excel, PowerPoint)
- PCB Design using ORCAD
- Data Entry & Documentation

Certification:

- Completed Spoken Tutorial Certificate for Open PLC|August-2024.
- Participated in National Level Conference in Vivekananda College of Engineering for Women|2024.
- Participated in International Conference in JAI SHRIRAM College of Engineering|Tirupur2023.