

CHETAN AMBADKAR

CONTACT

- +917066660659
- chetaanambadkar15@gmail.com
- Niramla colony, Badnera, Dist. Amravati, Maharashtra

SKILLS

- Microsoft Office (Word, Excel)
- Customer Handling and Issue Resolution
- Report Preparation & Data Analysis (Excel)
- Communication (Verbal, Written, Telephonic)
- Team Collaboration & Coordination
- Attention to Detail & Organizational Skills

LANGUAGES

- English
- Marathi
- Hindi



PROFILE

Detail-oriented Report Analyst with hands-on experience in preparing material testing reports, calibration certificates, and handling customer communication. Skilled in Microsoft Excel, Google Sheets, and Microsoft Office with strong logical thinking, problem-solving, and teamwork abilities. Looking to contribute analytical and reporting expertise to drive organizational success.



WORK EXPERIENCE

SD Geotesting Solutions & Consultant Pvt. Ltd.

Report Analyst JUNE 2024-JUNE 2025

- Preparing material testing reports in Microsoft Excel.
- Handling customer queries through telephonic communication and resolving report-related issues efficiently.
- Ensuring accuracy and timely delivery of client reports.

Ubixa Testing Laboratory

Report Analyst June 2023-June 2024

- Generated material testing reports and calibration certificates.
- Managed Excel and Google Sheets for maintaining records.
- Demonstrated organizational skills and attention to detail while preparing client reports.



EDUCATION

Bachelor of Engineering

2017 - 2020

Mechanical Engineer | G.H.Raisoni Collage of Engineering, Amravati