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| **CURRICULUM VITAE** |

**Name:** Ashwini Changdev Karade **Mob No**: 708419434 **Email ID:** ash.karade95@gmail.com

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| **Career Objective:** |

To work in a challenging environment as a part of a team and to accept roles and responsibility in an organization that gives me excellent opportunities to work to my potential and utilizing proven abilities developed through my education and experience.

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| **Professional Work Experience:** |

**1. Working with IBM India Pvt Ltd.**

**Designation: Project Management Analyst**

**Duration: July-2019 to Till**

**Job Responsibilities:**

* Plan and monitor monthly content maintenances sprints employing Agile mythologies.
* Formulate, Organize, and monitor content maintenances project and their interdepartmental dependencies.
* Work with Project management and others stakeholder.
* Track and report on the various statuses and ensure that reports and dashboards are updated in accordance with the reporting timetable.
* Managing project including resources management, on/off Boarding in Project, Forecasting, Billing, rate management,

**2.Nakoda Machinery Pvt Ltd.**

**Designation: Executive MIS**

**Duration:** March-2019 to July-2019

**Job Responsibilities: –**

* Provide connection between technical and business views to ensure that high quality and impactful solutions are delivered for our clients.
* Perform gap analysis to identify capability gaps within the organization and propose and evaluate alternative solutions that will fulfill the business needs.
* Enhanced existing VBA application by performing VBA coding, modifying understanding existing VBA scripts.
* Work with client stakeholders to understand high level business needs and elicit detailed requirements using various methods.
* Provide strong reporting and analytical information support to management team
* Providing support to the Business Manager with ad hoc tasks when necessary

**3.Angel Broking ltd.**

**Designation: Executive Relationship Manager**

**Duration:** Dec-2018 to March-2019

**Job Responsibilities: –**

* Maintain good relationships with clients so that the business can maximize the value of those relationships.
* Identify key contacts at potential client companies to establish and foster relationships.
* Participate in one-on-one meetings with clients to explain services to guide their choices.
* Grow the business by identifying new sales and business development opportunities.
* Seek opportunities to cross-sell or upsell to existing clients.
* Monitor and assess the activities of our competitors to proactively satisfy and retain our clients.
* Resolve any customer complaints promptly and professionally.

**3.Talent edge Education Ventures Pvt Ltd.**

**Designation: Executive Support BA**

**Duration:** Sept-2017 To Sept-2018

**Job Responsibilities:**

* I have Experiences in E-commerce /IT and Education industry creating E-R diagrams and SRD, FRD of project
* Develop database application forms using MS Access in coordination with SQL tables and stored procedures.
* Handling MIS Activity day to day Customer Requirements and explain to internal teams.
* I handle day to day Technical Problem activities of the Exiting clients, I also respond to emails and phone calls, Perform data loads and routine updates on an ongoing basis.
* Work with business analyst groups to ascertain their database reporting needs.
* Take the database reporting needs and turn them into powerful SQL queries that will extract data and compile it into meaningful reports.
* Manage multiple projects at one time and Co-ordinate with stakeholders and Internal Technical Team
* I handle Technical queries and complaints of the customers. I also tell them about new products and services.
* Engage client to gather software requirements/business rules, and ensure alignment with development teams
* Translate stakeholder requirements into over 10 different tangible deliverables such as functional specifications, user cases, user stories, workflow/process diagrams, data flow/data model diagrams.
* Analysis customer complaint against quality issues, to achieve day/monthly target as per company given to me with zero defect.
* **Achievements & Awards:** -Guiding Star for (2017-18) Star Performer (Q1 2018-1
* **I have done total one year internship in Technosys soft pvt ltd (Including C#, Ado.net, sql,Net)**

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| **Specialization: Information Technology (IT)** |
| **Education:** |

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| **Course** | **Institute** | **Board/University** | **Percentage** | **Year of Passing** |
| MBA | Sinhgad Institute Pune | Pune | 63.% | 2017 |
| B.C. S | Advanced Computer College, Osmanabad | BAMU | 80.13% | 2015 |
| Std. XII | S.B.Z. College, Barshi | Pune Board | 42.00% | 2012 |
| Std. X | Bhagavan Baba High school, Barshi | Pune Board | 53.64% | 2010 |

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| **Post-Graduation Project: (SIP)** |

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| Name of Company | Multiaccess Techknosoft Pvt Ltd. |
| Title of Project | Analysis Of website Designing and its Development. |
| Environment | .Net (Front End), My Sql (Back End), Windows 7 |
| Designation | Designing, Testing |
| Description | It was developed for farmers. It was named as “Garmin India”. It included the products which are used by the farmers for farming purposes such as fertilizers, tools, seeds etc. |
| Duration | 2 Months |

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| **Graduation Project:** | |
| **Bulk SMS System** | |
| Environment | C# (Front End), My Sql (Back End), Windows 7/8 |
| Designation | Designing, Testing and Coding |
| Description | It's sms sending system by using different models. We can one-time multiple message send different devices. Admin can keep record of all sending sms and failed sms. |
| Duration | 3 Months |

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| **Certification Courses/Achievements:** |

* C Language Certificate (2013-2014)
* C++ Language Certificate (2013-2014)
* SQL/ PLSQL Certificate (2013-2015)
* .Net Language Certificate (2014-2015)
* Diploma in System Programming (2014)
* Java Programming certificate (2015)
* Hardware & Software Networking Organization of APLL (2013-2014)
* Java Programming Course (2015-2016)
* Business Analyst (2019)

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| **Technical skills:** |

**Operating System:** Unix, Windows 10, Windows 8, Windows 7, Windows Vista, Windows ME, Windows XP, Windows 98, Windows 95.

**ERP’s** - Oracle(R12), Access Dimension, Tally-ERP-9

**Computer Languages:** C, C++, .NET, PHP, XML, HTML, Java, MS Excel skills – Macro, Strong SQL knowledge

**Database:** Sql, PL/Sql.

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| **Personal Details:** |
| **Gender:** Female  **Marital Status:** Single  **D.O.B:** 22-June-1995  **Language Proficiency:** English, Hindi, Marathi  **Correspond Address:** Ashish Plaza flat No-15 Thergaon Link Road PCMC,Pune Pin: 411033 |

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| **About Me:** |

* Hardworking and sincere &Willingness to learn new work.
* Good teamwork and leadership quality Engage the person politely.

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| **Declaration:** |

I assure you that all the details furnished above are true to the best of my knowledge & belief.

**Place:** - Pune **Date:** / / 2019 Ashwini Karade