

Swapnil Pundalik Karpe

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📍 Open to relocation: Pune, Mumbai, Bangalore | ⌚ Notice Period: Immediate / 30 Days

🎯 CAREER OBJECTIVE

Detail-oriented and quick-learning fresher with experience in handling structured data and performing documentation tasks. Eager to contribute in a healthcare or medical services organization, especially in areas like billing, AR process, claim follow-up, or patient data entry.

🎓 EDUCATION

📖 MCA – Dr. J.J. Magdum College of Engineering, Jaysingpur — 2022–2024

📖 BCA – Shri Shahaji Chhatrapati Mahavidyalaya, Kolhapur — 2019–2022

📖 HSC – 2019 | SSC – 2017 (Maharashtra State Board)

🔧 KEY SKILLS

- MS Office, Excel & Google Sheets
- Good Communication & Active Listening
- Fast Typing & Accurate Documentation
- Time Management & Team Collaboration

📁 ACADEMIC PROJECT

Resume Handling System (Academic Project)

- Created a structured data entry system for managing applicant information.
- Focused on clean documentation and maintaining accurate profile records.
- Designed with user-friendly interface and export options.

💬 SOFT SKILLS

- Communication & Interpersonal Skills
- Problem Solving
- Willingness to Learn
- Adaptability
- Punctuality

📍 PERSONAL DETAILS

📅 Date of Birth: 22/08/2001

👤 Languages Known: English, Hindi, Marathi

📍 Current Location: Kolhapur, Maharashtra