**VAIBHAV SAKHARE**

B-54/402 Dahisar Neha Building, Anand Nagar, Near St. Merry School Dahisar (East) Mumbai-400068. Phone No: 8104772709

E-mail: vaibhavsakhare23@gmail.com

**Career Objective:**

Seeking for a challenging position in an environment that encourages excellence, adaptability, commitment, effective communication and team work.

**Academic Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **College/University** | **Year** | **Marks** |
| **SSC** | **Vidyamandir School, Dahisar Mumbai.** | **2011-2012** | **53.29%** |
| **DSE** | **St. Francis Industrial Traning Institute,**  **Borivali, Mumbai.** | **2015-2017** | **45.75%** |
| **HSC** | **Sardar Vallabhai Patel Jr.College**  **Dahisar, Mumbai.** | **2017-2018** | **61.54%** |
| **BCA** | **Chhatrapati Shahu ji Maharaj University Kanpur** | **2018-2021** | **63.23%** |

**Work Experience:**

**PERUSING REDHAT LINUX COURSE (RHCSA & RHCE),**

**Larsen & Toubro-Nirali A.M Naik Charitable Healthcare Facility (15th DECEMBER 2020-Till Date)**

**Roles and Responsibilities:**

**Front Office Executive Office Admin and IT Admin roles:**

I had started as a Front office executive in our company. I was promoted to Admin post as I was very active and enthusiastic to take different assignments while providing innovation solutions**.**

Additional responsibilities included attending to IT issues. I am very well experienced in resolving software issues in HMIS which is extensively used in our hospital. Additionally, I am adept at resolving the hardware issues relating to the computers, printers, Lan networks and MS Office related issues

Handling and managing IT Hardware as well as Software of the facility. For the smooth day to day functioning as well as necessary improvements. Extracting data required to management to analyze business of the facility. Along with this managing and maintaining all the IT assets. Along with this keeping good relation with each & every department keeping everything updated related to IT

Hiring maintenance vendor to repair or replace damaged office equipment’s, maintenance and repair of the entire hospital building and equipment.

**Varadendra Medical Trust (02-04-2018 – 18-03-2020)**

**Roles and Responsibilities:**

I was appointed as clerk and I maintain the petty cash book and day to day bank transaction. Coordinating with doctors and employees. I am working on the software of the medical trust and resolving issues of printers and computers.

**Technical Skills:**

∙ Windows, MS-Office, MS-Excel, C-programming, C++, HTML, CSS, Java Script.

**Hobbies:**

∙ Trekking, Playing Football and volleyball.

**Personal information:**

Date of Birth: 18-09-1995

Gender: Male

Marital Status: Single

Nationality: Indian

Languages Known: English, Hindi, Marathi

**Declaration:**

**I hereby declare that the information finished above is true to the best of my knowledge.**

**Date Yours Faithfully Place: MUMBAI**