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Poonam Chauhan

Career objective: To continuously enhance my knowledge, skills, experience by getting involved in challenging work environment, and utilize them for personal and organizational growth to the best of ability

TECHNICAL SKILLS

DATABASES:

- MySQL

PROGRAMMING LANGUAGES:

- C, C++
- JavaScript

WEB-DEVELOPER LANGUAGES:

- HTML
- CSS
- Bootstrap

OTHER SKILLS

TEAM MANAGEMENT

CO-ORDINATION

LEADERSHIP SUPPORT

PROBLEM SOLVING

TEAM WORK

STRESS TOLERANCE

TIME MANAGEMENT

COMPUTER SKILLS

MS. OFFICE:

- EXCEL, POWERPOINT, WORD

PROFESSIONAL EXPERIENCE

Operation Manager | 23rd May 2016 -Present

Edubridge Learning PVT. LTD.

Edubridge learning, over the last 10 years has been delivering employment-focused vocational training to the workforce of the country

ROLES & RESPONSIBILITIES

- Reviewing the daily activities done at each center
- Supporting the center teams in understanding the sops and ensuring that the center teams are adhering to the sop completely
- Working closely with the Stakeholders to resolve any issues that have been identified at each center
- Conducting random audits on the activities done at the center every week
- Uploading enrolment data in sdms & updating placement data in sdms
- Ensuring the data consistency in all the portal and maintaining the same throughout
- Tracking of all activities and business done at all centers

EDUCATION QUALIFICATION

Qualification	Institute	University/Board	Year	Percentage (%)
MBA-MMS (Operations)	Shah and Anchor Kutchhi Engineering College – MMS	Mumbai	2012-14	70%
B.sc (IT)	Mumbai University	Mumbai	2011	54%
HSC	UBS COLLEGE ,Mumbai	Maharashtra	2008	64%
SSC	COSMOS ENGLISH HIGH SCHOOL, Mumbai	Maharashtra	2006	68%

STRENGTHS

- Honest and sincere about assigned tasks.
- Dedication towards assigned work.
- Good communication skills.

COMPUTER SKILLS

MS. OFFICE:

- EXCEL, POWERPOINT, WORD

CERTIFICATION DETAILS

PROJECTS:

- FRONT END
 - LEARNER WEBSITE-FASCOON.COM
 - TECHNOLOGIES USED-HTML/CSS
 - NEWS WEBSITE-INDIA.COM
 - TECHNOLOGIS USED-HTML/CSS/BOOTSRAP

ADDITIONAL DETAILS

- LANGUAGES KNOWN: Hindi, English, Marathi
- HOBBIES: Reading Books, Surfing Internet

The Above Given Information Is True To The Best Of My Knowledge.

POONAM CHAUHAN.
(7710919194)