Poonam Chauhan



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Mumbai, Maharashtra

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**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**

**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

**TEAM** **MANAGEMENT**

**STRESS TOLERANCE**

**TIME MANAGEMENT**

**TEAM WORK**

**PROBLEM SOLVING**

**LEADERSHIP SUPPORT**

**CO-ORDINATION**

**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)