

# VILAS RAMESH SONAWANE

C wing Room No 101, Shri Siddhivinayak Residency  
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<b>EXPERIENCE</b>	<b>OM SAI COMPUTER EDUCATION CENTER</b>	02/03/2013 - 14/01/2015
	Trainer Training candidate on software , basic computer knowledge , abd hardware basic	
	<b>Sion hospitals</b>	15 -Jan -2015 - 31-Mar-2016
	DEO Handling the emergency cases, make daily update reports for the cases, assist the HOD for handing the cases	
<b>EDUCATION</b>	<b>ib automations</b>	07/06/2016 - Present
	Administration Handling the ERP system , making the daily repot for interview, make sure of employee data and report generation	
	<b>Mumbai university</b> TYBA Passed 47%	2013
	<b>Mumbai university</b> HSC Passed 40%	2009
<b>TECHNICAL SKILLS</b>	<b>Mumbai University</b> SSC Passed 35%	2007
	Computer software installation basic ERP Documentation Communication and client ralation expertise Management and team handling	
<b>INDUSTRIAL EXPOSURE</b>	Working with IB Automation as front desk management & HR department	
<b>INTERESTS</b>	Reading Learning language Customer relationship management Traveling	
<b>PERSONAL PROFILE</b>	Date of Birth	: 21/10/1988
	Marital Status	: Unmarried
	Nationality	: INDIAN
	Known Languages	: English hindi Marathi

