

# Saurabh R. Joshi

Near Ambedkar

Udyan Datta mandir stop,

trimurti chowk

new cidco Nashik- 422009



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## OBJECTIVE

Seeking a challenging position of Administrative and Technical Assistant in a renowned company where I will be able to utilize my **Technical ,management, supervisory and administrative or Marketing ,clerical skills** and customer service experience to maximize the efficiency and help in the growth of the company.

## ACADEMIC QUALIFICATION

Program	Board/University/Institution	YOP	%
M.Sc. [Electronics]	K.T.H.M Collage, Nashik	2016	62.23%
B.Sc. [Electronics]	K.T.H.M Collage, Nashik	2014	61%
Higher Secondary	K.T.H.M Collage, Nashik	2010	73%

## JOB EXPERIENCE

- Work as a **Jr Technical Support Engineer** experience one year in DNA TECHNOLOGY, NASHIK
- Work as a **Technical Support Engineer and Testing engineer, PCB Designer** experience six month training in KTL Technology Ltd, Nashik
- Working as a **Technical Support Engineer or Operations Head, Administrative executive** in Techtoglobal Pvt. Ltd (Present)

## SKILLS

- Office management.
- Administrative support.
- Organizational, administrative and analytical skills.
- Computer skills.
- Ability to maintain confidentiality.
- Working knowledge of all Microsoft Office
- Ability to multi task and manage conflicting demands.
- Ability to English typing 40WPM

## OTHER QUALIFICATION

- MS-CIT MS-Office (MS-Word, MS-PowerPoint, MS-Excel, MS-Outlook)
- Marathi typing-30 wpm
- English typing-40 wpm

## **AWARDS AND CURRICULAR ACTIVITY**

- Participation in Electronics Project Competition Avishkar Arrange by University of Pune
- Awards for Best Management Science festival Arrange by College
- Championship in Badminton tournament at college level.
- Participation in other sports and cultural activities.
- Participation in Promotional activities at the University Fest.
- NCC-B Certificate Holder

## **HOBBIES**

- Interested in upgrading the knowledge in computer software field.
- Net surfing
- Sports
- Watching news

## **FIELDS OF INTEREST**

- Digital Electronics
- Consumer Electronics
- Electronics hardware and software working
- Digital marketing

## **PROJECT DETAILS**

**Last year of B.Sc.** : Automatic room light controller

**M.Sc. first year** : RF Based Metal detector robot

**M.Sc. last year** : Advanced blind stick using ultra sonic sensor

## **PERSONAL PROFILE**

Date of birth : 10/09/1992

Gender : Male

Nationality : Indian

Languages Known as : Marathi, Hindi, and English

## **DECLARATION**

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

**Place:**

**Date:**

**(Saurabh R. joshi)**