VIKAS CHINTAMAN SAWANT

1, Sarvoday Kunj CHS, Balaji Nagar, Thakurli, Dombivli – 421 201
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PROFILE SUMMARY

- Has 15 years+ experience in Teaching, Technical Support and Office work.
- Superior communication, presentation, analytical and problem solving skill.
- Sound knowledge of software, hardware devices and their management.

EDUCATION

Degree/Diploma	Year	University/College	Percent
MBA – IT	2016	University of Pune, College: IMSR, Pune	A+ 75%
Diploma in Computer Engg. Services	2005	ITES Engineering & Vocational Exam Board, Mumbai Institute: ReiNET, Dombivli	71.5%
PGDCA	2003	Madurai Kamraj University, Madurai College: MKU Regional Study Centre, Mumbai	57.80%
B.Sc.	1997	University of Mumbai, Mumbai College: Birla College, Kalyan	57.50%
H.S.C.	1994	Maharashtra State Board of Secondary Education College: Birla College, Kalyan	56.83%
S.S.C	1992	Maharashtra State Board of Secondary Education School: St. Jude's High School, Kalyan	77.57%

Additional Certification/Courses

Passed Oracle examination **- Oracle Database SQL Certified Expert.**

Passed **Licentiate in Computer Hardware & Maintenance** from Maharashtra State Board of Vocational Studies, Institute – ReiNET, Dombivli.

Completed Course in **Linux Administration** from LTC, Thane

COMPUTER SKILLS

Operating System: Windows & Linux
Software & Languages: MS-Office, HTML, ASP, VBScript, JavaScript, C, C++, Java, Python, Oracle 10g/11g Database - SQL, PL-SQL, etc.

Hardware: Troubleshooting hardware and software problems, Installing, configuring the peripherals and drivers, Installing system software and applications, Network configuration, etc.

WORK EXPERIENCE

IT Teacher (Jr. College) (full-time)
Smt. Vidyaben D. Gardi High School and Jr. College, Mulund (W)
June. 2016 – to date
Job Summary:
- Teaching Subjects: Information Technology (Std. XI & XII Commerce & Science)
- Manages School Website and data entry in Govt. Saral database website
- Active participation in extra co-curricular activities.
- Developed Online Attendance Management Program for keeping records of Online lectures during Corona pandemic.
- Created a Website for IT Exam practice for Std. XII students (ITonlineExam.com)

Computer Faculty (CHB) (for BCA degree course)
Bhaskar Computer Technology, Tilak Maharashtra University Study Centre, Dombivli(W)
July 2017 – May 2021

Computer Faculty (CHB) (for BCA degree course)
Bhaskarcharya Institute of Computer Technology and Research, TMV Study Centre
July 2007 – May 2017
Job Summary:
- Teaching Subjects: Comp. Fundamentals, Network Fundamentals, C & C++ programming, Web Designing, JavaScript, ASP, PHP, Oracle SQL, Java prg., etc.
- Managed schedules of lectures, time-table preparation.

Computer Teacher/Technical Assistant (full-time)
MESCO Education Society's Crescent English High School, Kausa, Thane
June 2000 – Nov. 2014
Job Summary:
- Conducted Theory & Practical classes of Information Technology for Std. I to X
- Created documents for School like forms, brochures, reports.
- Managed Installation & troubleshooting Computer hardware-software, Network problems.
- Administration of School Manager Software & data processing work.

Worked as an **Office Asst.** in Don Bosco School, Dombivli for 2 years.

PERSONAL DETAILS

Age: 45
Marital Status: Married
Nationality: Indian
Languages Known: English, Hindi, Marathi

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