**Gayatri Rajesh Warke**

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**Summary**

Highly motivated corporate trainer with experience in training small and large groups across diverse industries. Proven success in leveraging educational theories and methodologies to design, develop, and deliver successful training programs and integrate instructional technology to provide onsite and virtual training. Adept at organizing and facilitating management and team-building training programs and activities.

**Technical Skill**

CCNA , Windows server , LAN , WAN optimization , Load balancer, VM ware , Routing, Switching, Protocols configuration.

Python, C, C#.MCSE , CYBER SECURITY .

**Organizational Scan**

**SEVEN MENTOR PVT LTD**

**Role - Sr. Trainer (Currently working)**

* Taking professional level classes for Networking for CCNA (IP addressing, Routing, routing protocols, switching, networking concepts)
* Taking professional level classes for Azure.
* Taking classes for cyber security.
* Designed, developed, and delivered online and classroom training for corporate office employees.
* Worked with corporate leadership to assess existing courses and develop programs to fill gaps.
* Delivered training in leadership, soft skills, and technical and information sessions.
* Participated in annual training schedule planning.

**Dr D Y PATIL UNIVERSITY**

**Role – Program Advisor (Jan 2022 to Jan 2023)**

Responsibility Summary:

* Coordinate and conduct small group and individual training sessions based on staff and organizational learning needs.
* Lead learning enhancement classes to improve sales knowledge and people skills for workplace success and advancement.
* Routinely evaluate business training needs and adjust staff development and educational programs.
* Conduct ongoing needs analysis leveraging customer feedback, field interactions, and subject-matter-expertise to adjust learning strategy and curriculum.
* Develop and manage tracking and reporting progress on training progress
* Taking classes IT background students like python , IT management , C , C++.

**Riya Infotech Training Institute**

**Role: Trainer (Jan 2018 to Jan 2022)**

**Responsibility Summary:**

* Responsible to provide information regarding courses and admission process.
* Responsible to advice students throughout the admission process, academic help or any assistant.
* Providing placement assistant to student for good career.
* Responsible to guide them regarding good career option as I am having good command in technical pattern.
* Taking Coding Batches like C, Python.
* Taking professional level classes for Networking for CCNA, MCSA, Hardware and software.
* Experience to handle all academic students
* Conducting Engineering batches also.
* Responsible to take Weekend corporate batches (C, C# ,Python)
* Responsible to take Weekend corporate batches(Telecom, CCNP)
* Responsible to handle all management related activity.
* Handling counseling session also.
* Responsible to handle all end to end activity.
* Handled Placement team also.

**Company- Savy Software June 2016 to Jan 2017**

**Client- HIPPA Trainer (June 2016 to Jan 2017)**

**Responsibility Summary**

* Responsible to take Hippa Traing to all clients.
* Responsible to solve all end to end queries.
* Good speaker and converted many students and client to company side for future growth.
* Handled All boot session.
* Taught all academic subject for coding subject.
* Responsible to take python coding batches for all placement activity.
* Best experience to handle all student from 8 th standard.
* Taught subjects to higher classes (science)
* Taken best Marathi coaching classes.

**Waves Institute**

**Role - Trainer (Sept 2015 to June 2016)**

* Taking professional level classes for Networking for CCNA, MCSA, Hardware and software.
* Experience to handle all academic students
* Conducting Engineering batches also.

**OpenView Technologies Pvt. Ltd**

**Client –Tech Mahindra Ltd.**

**Project – TIMS CSD (Internal Team)**

**Role: Technical Support Engineer (Dec 2013 to Jan 2014)**

**Responsibility Summary**

* Unlock issue Work in Technical Infrastructure Management
* Providing training session to new employee.

Responsible to provide project related documentary to clients and new joiner .

* Troubleshooting system and network problems and diagnosing and solving software faults.
* Outlook troubleshooting.
* Worked on ticketing tool BMC Remedy Mid-Tier 7.5
* Read only Access on firewall tracker through Smart view Tracker for taking out logs.
* SCOM monitoring.
* Providing admin rights and USB access to users, Enable/ Disable mail forwarding, providing category wise internet access to users through Dashboard software.
* Providing remote support to clients /projects like BT, AT&T and many others.
* Using remote tools like Remote desktop, LANDesk, remote assistance
* Resolving URL related issues.
* Installation of software as per user requirement
* Password reset and account
* Managing the common mailbox of TIM and distributing the load.

**Organizational Scan**

SEED INFOTECH

**Client –SEED Infotech**

**Role: Intern**

**Responsibility Summary**

* Responsible to take batches for Mathematics , Science , Physics, chemistry.
* Experience to handle all students start from 5th standard to 12.
* Conducting Engineering batches also.(C, C++)
* Counseling.

**Scholastics**

* B.E (E&TC) from Pune University with secured first class.
* Diploma in Electronics& Telecommunication from (MSBTE), Pune with secured First Class.
* SSC, from Maharashtra Board with secured first class.

**Personal Dossier**

* **Name** :Gayatri Rajesh Warke.
* **Date of Birth** : 7th August 1990
* **Gender**: Female
* **Marital Status**:  Married
* **Language known :**  English, Hindi , Marathi.
* **Nationality:** Indian
* **Local Address**: Flat no-708 ,Shubhlaksh Residency ,kalakhadak road,Wakad,Pune-411051

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.