**Surekha Jadhav**

B/90, 3rd Floor, J.J. Hospital Compound, Byculla, Mumbai: 400008.

*Mobile No. : 9967639978 , Email :* [*pooja\_s134@yahoo.in,*](mailto:pooja_s134@yahoo.in) *jadhavsurekha26@gmai*[*l.com*](mailto:jadhavsurekha26@gmail.com)

## Dedicated and focused, who excels at prioritizing, completing multiple task simultaneously, committed to delivering high quality results with little supervision, energetic, organized and a professional.

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| **EXPERTISE** | | |
| * Self-Started & Self Directed | * Problem Solver |
| * Time Management | * Team Management |
| * Process Oriented | * Hard Working |

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| PROFESSIONAL EXPERIENCE |

**Orient Technologies Pvt. Ltd.**  s***ince 16th December, 2013 till date***

*Work for Hewlett Packard on State Government project*

*Site : Sir J.J. Group of Hospitals*

**Jr. Operation Manager**

* Providing Application Support (HMIS) to Users.
* Performed Manual Testing on a Software called HMIS (Hospital Management Information System)
* Writing test cases and implementing SOPs (Standard Operating Procedure) as per requirement.
* Executing SQL Queries on MS SQL database to fulfill the requirements.
* Maintaining Application Support and Issue Log and Application Usage
* Making statistical Reports in Microsoft Excel.
* Handling all types of official issues.
* Team management and resolve all Employer’s issues regarding office work and help Employers.
* Arranging new and old employee training.
* Mantinted documentation soft and hard copy records.
* Make all types of reports like PPT, Excel, and word
* Takes meetings weekly, and monthly with end-user and internal team.

**SPANCO s*ince June 2003 to Nov 2003***

**Call Co-ordinator**

* Handling IT-related Queries and Support

**BCD Travel India Private Limited** ***since Sep 2008 to Dec 2009***

**Account Executive**

* Handling Day to Day Invoicing & Credit Notes in Finance Back Office System
* Credit Card Charging , Processing and follow up with Banks
* Follow up with Supplier for Pending Invoices

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| **EDUCATION** |

SSC March Maharashtra Board

HSC March Maharashtra Board

T.YB.Com Mumbai University

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| **PROFESSIONAL QUALIFICATION** |

* Diploma In Hardware and Networking Engineering
* Microsoft Certified Technology Specialist (MCTS 70-680 & 70-640).
* Diploma In Personal Computer & Networking
* M.S.C.I.T.
* Advance Diploma in Office Automation & Financial Accounting (A.D.O.F.A)
* Typing 30 wpm (Marathi)

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| **ADDITIONAL SKILLS** |

* Complete Computer assembling & Installation with Operating System, Outlook , Anti – virus, etc.
* Installing and Assembling Server 2003 & 2008
* Member Microsoft and ICIT Department of Electronics Science and Integrated Circuit Pune

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| **PERSONAL INFORMATION** |

Husband Name : Dilip Ramachandra Jadhav

Date of Birth : 1st Jan, 1984

Nationality : Indian

Status : Married

Languages Known : English, Marathi, and Hindi.

Hobbies : Listening Music & Watching Movies.

Date :

Place : Mumbai

Surekha Jadhav