**CAREER OBJECTIVE:**

To maximize my skills for benefit of the company & my career by working hard to achieve a high position at my workplace, accepting every challenge and producing appreciable results.

**Educational Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree | College / University Name | Passing Year | Class Division | % Marks |
| Polytechnic | Maharashtra Board | 2009 | First Class | 68.24% |
| H.S.C | Maharashtra Board | 2005 | Second Class | 41.07% |
| S.S.C | Maharashtra Board | 2003 | Second Class | 58.13% |

**Skills Summary:**

* + Good Co-ordination with teammates and working as a team member.
  + Team building capabilities and management.
  + Ability to troubleshoot the real time production problems.
  + Willingness to learn new emerging technology and technical skill sets.

**Work Experience:**

1. Company Kinetic Communication Limited Pune

Duration: 1 year 7 Months.

Profile: Trainee Engineer

**Roles and Responsibilities**:

Worked in Production department.  
. In circuit component testing of all PCB that has our companies' production.  
. Rework of all the ICCT rejected PCB.  
. Check the value of assembled components on the PCB.  
. Making program of automotive ICCT  
. Can test the function of assembled components of PCB. And Dynamic testing of the PCB.

1. Company: Tata Business service Support Pune  
     
   Duration: 6 Months and continue  
     
   Profile: Customer Care Executive  
     
   **Roles and Responsibilities:**

Worked in a mass Desk as CSE   
Also worked in Partner Help Desk  
Have to Solve Query Of the Dealer Regarding Tata Sky DTH

We solve these query with soft accent and ethical way as per policy.

1. Company: Infosys BPO LIMITED Pune

Duration: 2 year and 6 months..

Profile: Senior Process Executive

Roles and Responsibilities:  
. Working in SAP ERP , Procurement to pay process.  
. Creation of PR to PO, OA SA and IR  
. Maintenance in document(OASA, PO,IR).  
. Invoice verification  
.Worked as a L1 Technical support for SAP SD

1. **Tata Consultancy Services, Nagpur**

Duration: 2 year and continue.

Profile: Senior Process Executive

Roles and Responsibilities:  
.Working on Peoplesoft ERP in Order To Cash Process.  
.Creation of Invoices, Workinh on Invoixce Queries and Complaints.  
 Managment and Schedule Reporting and Team Handling.

Credit check , customer Set up , Handling Clint Calls.

**Computer Skills:**

* MS-CIT: Word,Excel, Power Point
* Internet Information: Applications and Web servers.

**EXTRACURRICULAR ACTIVITIES**:  
  
  
. I have done State Level Competition in project and Paper presentation..  
. I am interested to join your COmpany and will try my level best.

**Strengths:**

* Good Team coordinator and Co-operative
* Smart working ,sincere and straightforward
* Positive thinking , Quick to learn

**Personal Details:**

Date of Birth : 27th July, 1987

Gender : Female

Marital Status : Married

Address :Shital Building, Plot no 60, Azamshah Layout, Near Narmada Ratan Towri Hospital, Nandanwan, Nagpur.

Contact No :9881983830

Languages : English, Hindi, Marathi.

Hobbies : Listening Music, Watching TV and reality shows.

**Declaration:**

I hereby declare that the above information given by me is true to the best of my knowledge and belief.

Date: Sonali Ramteke

Place: Signature