Career Objective

SONAL JADHAV

 Home: Room No.-911, Sai Nagar Building, Ganesh Chowk, D.N. Nagar, Andheri West, 400053, Mumbai, India

Email: [jadhavsonal9@gmail.com](mailto:jadhavsonal9@gmail.com) Phone: (+91) 9869132792  LinkedIn: <https://www.linkedin.com/in/v-466940203>/ Gender: Female Date of birth: 16/09/1997 Nationality: Indian

To facilitate the organization in its growth and development with focus on its goals and objectives

By putting extremely sincere and dedicated hard-work in harmony with others.

EDUCATION AND

TRAINING

WORK EXPERIENCE

# T.Y. Bachelor’s in Account’s & Finance

University Name: Valia College

Year of Passing: May 2018

Final grade: CGPA: 5.70

Grade: B

HSC in Commerce

University Name: Valia College

Year of Passing: February 2015

Percentage/grade: 75.23%

SSC

University Name: S.C.D. Barfiwala High School

Year of Passing: March 2013

Percentage/grade: 69.80%

[17/09/2021 – Present] Executive – Tech Ops\_L2\_WAN Engineer and MIS

# Anunta Technology Management Services Ltd.

City: Mumbai

Country: India

* Managing MIS task of WAN and NOC Operation.
* Managing and delivery of WAN Projects.
* Maintaining various clients Database and escalation matrix.
* To publish Monthly dashboard of various clients based on the link incidents.
* ISP Uptime and Capacity reports to be published monthly based on the incidents.
* Schedule Monthly review with Service provider.
* Schedule Meeting for senior management.
* To take follow ups with vendors regarding upgradation/degradation of links and to check for commissioned/ decommissioned of links in any other branch.
* To track significant problems, monitor performance of the network SLA & Vendor management.
* To publish daily, weekly and monthly reports to internal teams so that any actions needs to be taken to improve the productivity of teams.
* To get approval from senior management and process the invoices.
* WAN Capacity Management Knowledge.
* Publish various Tracker and trend of different clients (Daily, Weekly & Monthly) to higher level management.

[17/02/2020 – 31/12/2020] Assistant MIS Executive

# Richmond Studios

City: Mumbai

Country: India

* To handle and achieve the departmental requirements.
* Meeting client requirements within TAT and accuracy.
* Accurate and Timely Reporting.
* Review data for deficiencies or errors and correct if any.
* To Deliver the Images and content to clients within specified period of time.

LANGUAGE SKILLS

DIGITAL SKILLS

Mother tongue(s): Marathi

Other language(s):

English

LISTENING B2 READING A2 WRITING A2

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B2

Hindi

LISTENING A2 READING A2 WRITING A2

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

Microsoft Office | Microsoft Word | Microsoft Excel | Power Point | outlook | WEB SURFING | Tally with GST | Knowledge of C++ & SAP | Excel VBA Macros | MS-CIT | Advanced Excel |