

Mrs. Sonal Bundile

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Carrier Objective:

Six years of learning in various aspects and subjects in engineering. I gained enough knowledge to apply it in the practical world. While studying MBA (HR), I was exposed to various aspects of an Administration of a company. Working as an HR and Admin Assistance, I got to practically handle recruitments process, policies, and appraisals I also got to exercised the employee management.

Work Experience

Sr. No.	Company Name	Designation	From-To	Duration
1	Techniche Engineering Pvt. Ltd.	HR and Admin Assistant	Mar 2016 – Jun 2016	2.5 months
2	NET GYANI IT SERVICES Pvt. Ltd.	Intern	Apr 2015 – Sept 2015	6 months
3	Monotech Electrical Pvt. Ltd.	Administrator	Mar 2014 – Mar 2015	1 year

Educational Qualification:

Course	College/School Name	Year	Board / University	Marks (%)
MBA(HR)	Sikkim Manipal University	2016	Sikkim Manipal University	Final Semester
B.E.	Vishwabharati Academy's College of Engineering, Ahmednagar	2012	Pune University	63.26 %
Diploma	Nagar Parishad Polytechnic College, Achalpur, Amravati	2009	M.S.B.T.E Board	67.38 %
H.S.C.	Rashtriya Jr. College, Achalpur, Amravati	2006	Pune Board	51.33 %
S.S.C.	Rashtriya High School, Achalpur, Amravati	2004	Pune Board	57.33 %

Salesforce Administration Course

I have completed Salesforce Administration Course. In this course I simulate a scenario of a company, where employment management was a prior subject. I assigned various roles with distinct permissions. This allowed me to focus on amplifying the individual's capabilities to maximize the efficiency of work.

While working on Salesforce I gained knowledge in following areas:

CRM	Workflow Rule
Leads	Approval Process
Opportunities	Validation Rule
Page Layout	Sharing Settings
Record Type	Role
OWD	

Personal Profile:

Name : SONAL BUNDILE
Birth Date : 05-01-1989
Permanent Address : Dhayari,SinhgadRoad, Pune 411041
Marital Status : Married
Email id : spbundile@gmail.com

Declarations:

Here I declare that, the above information given by me is the best of my knowledge and belief.

Date :
Place :

SONAL BUNDILE