Swapnil Dilip Pandilwar

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Career Objective

Seeking a job that allows me to contribute toward the growth and success of the employer firm and provide me an opportunity for self-development.

Academic Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Standard | School / Collage | Board /University | Year | Percentage |
| BE (I.T) | Babasaheb Naik College Of Engineering | AmravatiUniversity | 2011 | 65.71% |
| Polytechnic (I.T) | Sai Polytechnic College | MSBTE | 2008 | 67.25% |
| SSC | Mount Carmel Convent School | Delhi Board | 2005 | 47.40% |

Professional Skills

* MS Office (Word, Excel, Power point, Outlook) Basic level (HTML, SQL, Networking)
* Window O.S (Xp, Vista, Win 7, Win 8, Win 10) Email (Rediffmail, Gmail, Yahoo)
* Browsers (Crome, Firefox, Internet Explorer) Project Co-ordination
* Client Servicing /Communication Social Tools (WhatsApp, Facebook, Linkedin)
* Support services (MIS, ERP, EDP, IT, Back-office) Office assistance / Functional Support
* Client / Vendor Relationship

Personal Skills

* Simple man with the attitude of simple living & high thinking.
* Good verbal & written communication skills.
* Disciplined, hard worker & honest towards task assigned.
* Able to work in group with minimal supervision
* Social person & maintain positive attitude towards life.

Extra Curricular Activities

* SPICMACAY (society for the promotion of Indian classical music and culture amongst youth) Volunteer at

Babasaheb Naik College Of Engineering Pusad Chapter.

* ISTE membership (Indian society for technical education) 2008-2011.
* Co-ordinator for “SPICMACAY” State Convention 2010 at VNIT Nagpur & “Regional Convention 2011”

at BNCOE, Pusad.

* Technical paper presentation at various colleges such as MGM - Nanded, MIT - Aurangabad, JDIT – Yavatmal

Work Experience

* CRP Technologies Pvt Ltd, Pune. (July 2013 – Oct 2014) (Based at client HSBC)

Designation :- Client Servicing Executive (HR department)

Description :- MIS / Data mapping ERP Tool support Screening Report management

Shared drive management Employee Engagement. HR Coordination

Background Screening Billing & Audit support. On-boarding support

Vendor Communication SFR Team meetings

Reason to Leave :- Moved on HSBC payroll since vendor contract expired.

* HSBC Software Development Centre, Pune. (Dec 2014 – May 2015)

Designation :- Software Engineer (GBM department)

Description :- Responsible for coordination & database support of Fact Sheet development for GFD

(Global fund data) project.

Reason to Leave :- Relocated to Nasik due to critical medical emergencies.

* Graviti Infoserve, Nasik. (June 2015 – May 2019)

Designation :- Coordinator.

Description :- Responsible for Administration assistance & supporting sales, services towards AMC clients &

Individuals (Laptop, Desktop, CCTV, Hardware & Software, Printer, EPBX)

Reason to Leave :- Company shutdown (small scale company)

* Eureka Scholars School, Nasik. (June 2019 – Till Date)

Designation :- Administration Executive.

Description :- MIS / Data mapping ERP Tool support

Enquiry support (School visit/ Phone) Student-Parent Engagement

Shared drive management Admin-Academic Coordination

Official assistance Functional support (Transport / Housekeeping)

Vendor Communication Digital support (WhatsApp, Facebook)

Personal Details

* Name :- Swapnil Dilip pandilwar
* Father’s Name :- Dilip Murlidhar Pandilwar
* Spouse Name :- Shital Swapnil Pandilwar
* Date Of Birth :- 25th October 1987
* Gender :- Male
* Nationality :- Indian
* Marital Status :- Married
* Languages Known :- English, Hindi, Marathi

Declaration

I, hereby declare that all the details mentioned above are true to the best of my knowledge and belief.

Date:- Your’s Faithfully

Place:- Swapnil Pandilwar