

## **RESUME**

**Name** : PADMAJA ALOK DESHPANDE  
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**Objective** : A challenging career opportunity in **HR/Recruitment** which would help me to utilize my academic background to assist me to gain experience, employ my excellent interpersonal skills and enable me to make positive contribution.

### **Education:**

- **German C1 Certification GOETHE INSTITUTE.**
- **M. C. M.** (Master in Computer Management Full Time Course) from Pune University with **61% FIRST class** year **2008**.
- **BSc** from Pune University with **79% DISTINCTION. (2004-2006)Full Time Course.**
- **HSC** (Maharashtra Board) with **68% (FIRST Class) English Medium.(1997)**
- **SSC** (Maharashtra Board) with **85% English Medium.(1995)**
- **Diploma in German B+ grade** (Pune University.)(1996)

### **Technical Skills:**

DOT NET 4.0 version (VB, C#,ASP,ADO.NET),C, JAVA, Database management system.

### **Skills:-**

**Comprehensive problem solving, analytical abilities, excellent verbal and Written communication skills (Languages English, Hindi, German, Marathi), ability & willingness to learn, team facilitator, Self-motivator & hard worker.**

### **Work Experience:**

**1)Worked in Accenture as GERMAN TRANSLATOR on CONTRACT from APRIL-SEPT 2015:-**Technical Documents Translations

**2)Worked as IT & Non IT Recruiter in small agencies.**

### **Recruitment :**

- Candidate search on portal according to our requirements
- Telephonic discussion and call for one to discussion
- Primary level discussion
- Technical discussion along with concerned HOD.
- Salary : CTC Explanation and Offer Order formalities.
- Joining formalities and Induction

### **Statutory formalities**

- Deductions and payments on line
- PF : ESI :P.Tax : LWF : etc.
- Record keeping and all types of settlements.

Basics of Payroll processing.

In need of practical on line work opportunity.

**Assurance** : Assignment will be completed according to Conformance to requirements, by heart with preventive measures and zero defect and eliminate price of non-conformance.

**3)Worked in small IT firm as software developer.**

Projects:-Asp.net,C#.net,Vb.net

**4)Worked as Visiting Faculty in MIT College.**

Subjects:-IT in Management for SY BBA.

**5)Worked as Non IT firm as Sales Coordinator.**

Worked as Sales coordinator for filtration firm and inverter firm.

**Last CTC:- 3.48L in Accenture**

**Expected CTC:- As per industry standards**

**Academic Project:-** Front End :-Vb.net BackEnd:-SQL server 2005 (DeskTop Application for Kapil Enterprises)

**Personal Details** : DOB:- 02/07/1979 Marital Status:- Married.

Place : Pune

Date :