**Resume**

**Mobile :** +91-9860421358

**Reshma Dhere E-mail:** [reshmadhere2@gmail.com](mailto:reshmadhere2@gmail.com)

**Career Objective:**

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

**Career Synopsis:**

I was working as a **SEO Executive** in **Insights and Reports** from last **6** months. Increasing the Ranking of websites and lead generation by using Off Page and On Page SEO.

As a **Trainer** at **Swapnil’s Computer Institute, Pune** over **1 Year** I can maximize my training experience, program development skills and my teaching abilities. Having the willingness to learn and grow personally and professionally am looking for a position in a company that needs and values quality service and system maintenance.

**EDUCATIONAL QUALIFICATION:**

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| **Educational Qualification** | | | |
| **Qualification** | **University/ Board** | **Year of Passing** | **Percentage Marks** |
| B.E. (Computer.) | Shivaji University, Kolhapur | 2015-16 | 62.16% |
| H.S.C. | Maharashtra State Board | 2010-11 | 60.33% |
| S.S.C. | Maharashtra State Board | 2008-2009 | 81.38% |

**MY SKILLS**:

* Strong Interpersonal & Communication skills
* Translate highly technical information into user-friendly terms & concepts
* Competent and reliable professional committed to top quality work
* Quickly learn & set up new business processes.

**TECHNICAL KNOWLEDGE:**

Technologies : C, HTML, CSS,XML, SQL.

Scripting languages : JAVASCRIPT

Servers Used : WINDOWS XP, WINDOWS 7.

Tools : MS SQL Server 2008.

**WORK EXPERIENCE:**

**Insights and Reports ,Pune :**

**Role-SEO (Search Engine Optimization) - 6 month.**

* Drive continued improvement of SEO practices, ranking strategies, and on page performance
* Manage SEO’s performance, reporting and dashboards
* Perform on and off page technical SEO audits and present recommendations
* Perform full SEO site audits and analysis (technical, analytics, content, social, etc.)
* Ensure websites are filled with optimal keywords.
* Implement off-page SEO content strategies.
* Evaluate service offering, traffic, landing page quality, content, design, demographics of prospective customers when determining keywords and campaigns.

**Swapnil’s Computer Institute, Pune. :**

**Role: Trainer (1 year) :**

I have knowledge about computer language such as C,HTML, CSS, JAVASCRIPT.

**Expertise :-**

* Planning, preparing, and delivering lessons included in computer science courses
* Assessing **students** strength and weakness and planning teaching instructions accordingly
* Developing and delivering lecturer in easy to understand way
* Researching and preparing teaching materials and demonstrating each logical steps in computer programming**.**
* System Security, Backup and Recover
* Server installation, configuration and Repair.

**ACADEMIC PROJECT :**

**1) Online Exam System (SE)**

* Description: Console based application using **C language**. In this online exam will conduct and after registration exam will start with particular time slot. After finishing time result will be show.
* Role: Team Leader

**2) LIC Management System (TE)**

* Description: Web based application for online issue of policy due based on period and using java data storage as a MS Access.
* Role: Team Leader

**3) Design and Realization of Traffic Police Mobile Office system based on ANDROID (BE)**

* Description: **Google** Map for traffic police to control traffic using **Objective JAVA** and **SQLite** Database.
* Role: Team Leader.

**STRENGTH :**

* Positive Attitude and Self Motivated.
* Coordinator, and Team Member
* Motivating other by giving Compliment & Suggestion.

**Personal Details:**

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| Name | Miss. Reshma Dinkar Dhere |
| Date of Birth | 16/09/1993 |
| Nationality | Indian |
| Languages Known | English, Hindi, Marathi. |
| Hobbies | Listening, Browsing |
| Address | Flat No.12 Sadguru Apt,Mahadev nagar , Hadapsar,Pune 411028 |

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Miss.Reshma Dinkar Dhere**