

Resume

Sandip Rajendra Gund

Email: sndpgund@gmail.com

Contact No.: +91 8956694650

Objective:

To seek and create a niche for myself in the world of technology, being in the forefront of the leading Innovations that benefits the organization and me. Position as suitable in your esteemed organization to explore the capabilities and execute Challenging Jobs.

Educational Qualification:

Exam	Year of Passing	Board	% Marks
Bachelor of Engineering	2020	Shivaji University	Pursuing
Diploma in Computer Engineering	2012	MSBTE, Mumbai	62.10
SSC	2005	Pune	56.66

Work Experience:

Document Verification Executive. (June 2018 – Feb 2020)

Organization: Dreams Loan Services

Responsibilities:

- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement

System Engineer

Organization: Porbeway Ltd (Mar 2019- Apr 2020)

Responsibilities:

- Monitor existing systems to ensure structural integrity
- Oversee the development and installation of new hardware and software
- Install and configure operating systems and other software and routinely test installed software for glitch detection and other issues.
- Provide SEO work and handling computer systems
- Ensure constant availability of technical resources.

Accolades:

1. Completed “**MS CIT Certification**” with ‘A’ grade from Ashwath InfoTech, Solapur.

Personal Details:

Name	Sandip Rajendra Gund
Date of Birth	1 st May 1989
Nationality	Indian
Marital status	Single
Gender	Male
Languages known	English, Hindi, Marathi.
Hobbies and Interests	Travelling, Trekking, Bike Riding, Photography
Permanent Address	At- Rudrawadi, PO- Jewali ,tal- Lohara ,Dist- Osmanabad

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Place: - Pune.

Date: -

Sandip Gund