Resume

**Sandip Rajendra Gund**

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Contact No.: +91 8956694650

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| **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:**

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| **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 |

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| **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:**

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| **Name** | Sandip Rajendra Gund |
| **Date of Birth** | 1st 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