



## Sameer Ishwar Sontakke

To be associated with an organization which provides a progressive work atmosphere, presents opportunities for learning and growth in a professional environment.

**Phone:** 9503517969

**Address:** 444 Ashok Chowk Buddha Nagar near Baba Decoration Dr Ambedkar Marg, Nagpur- 440017.

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### EXPERIENCE

#### NRSolution4u

*August-2020 – Present*

##### As a Trainee .Net Developer

Skills in Job Profile

Develop .Net logic

Support training and workshop Project Development.

Interns training.

Sometimes Client communication for updating the Project.

Project Done

Financial Distributor System (Dues Detector)

#### Win-Tech Design Solutions *September 2017-April2020*

##### Administrator and Accountant Nagpur, Maharashtra

Codified office structures and processes to promote teamwork and performance.

Screened and transferred incoming calls, took down messages and transmitted information and documents to internal person as point of contact for office.

Interpreted management directives to define and document administrative staff processes.

Employed proven problem- Solving techniques to resolves issues quickly and effectively.

Established and updated work schedules to account for changing staff levels and expected workloads.

Computerized office activities, maintained customer communications and tracked records through delivery.

Oversaw budget and tracked expenses against plans.

Skills in Job Profile

Office Administrative, Maintaining Documents and Reporting, Financial Oversight, Financial Leadership, Expense Reporting and

Scheduling, Staff Management, Office Equipment Purchasing, Strategic Planning, Account Reconciliation specialist, Intuit QuickBooks Specialist and Computer Operator(Specialized in Excel Sheets).

##### *Skills in Job Profile*

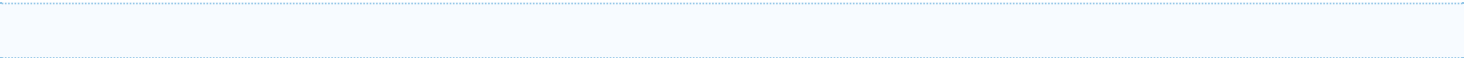
*Office Administrative, Maintaining Documents and Reporting, Financial Oversight, Financial Leadership, Expense Reporting and Scheduling, Staff Management, Office Equipment Purchasing, Strategic Planning, Account Reconciliation specialist, Intuit QuickBooks Specialist and Computer Operator(Specialized in Excel Sheets).*

### EDUCATION

B.sc in Computer Science passed on 2013 From Nagpur University.

12th Science Passed on 2003 from Pune Board

10th State Board Passed on 2001



**SKILLS**

TECHNICAL Expertise

Languages : C, .NET(C#, ASP), Java Script, HTML, Database

Database : SQL Server2008

GUI Tool : MS Visual Studio.NET2010.

Operating Systems : Windows XP

Web Technologies : ASP.NET

**STRENGTH AND DETAILS**

Strength: Interpersonal Communication, Presentation Skills, Quick Learner, Efficient, Creative, Hard working.

Personal Details

DATE OF BIRTH 18<sup>TH</sup> July 1985

GENDER Male

MARITAL STATUS Married

HOBBIES Playing Cricket, listening music, Cooking

LANGUAGES KNOWN English, Hindi, and Marathi.

I hereby declare that the above information is correct to the best of my knowledge & understanding.

Date:

Place: Nagpur

(Sameer Sontakke)

