

Sakshee Jambucha

📍 Plot No.1758/11/d,Prabhat Society, Sardarnagar, Sardarnagar, 364001 Bhavnagar, India

✉ sakshee.jambucha@gmail.com ☎ 6359440772

Profile

I hold a Bachelor's degree in Electronics and Communication, with 1.7 years of experience as an MIS Coordinator at Prose Technologies PVT LTD. I am actively seeking a role in an organization that offers opportunities for career growth, where I can leverage my skills, continue to develop professionally and make meaningful contributions to the organization's success.

Professional Experience

2022/11 – 2024/07 Ahmedabad, India	Management Information Systems Coordinator <i>Prose Technologies PVT LTD (JIO infocom)</i> I worked at Prose Technologies PVT LTD, where I provided support and maintenance for existing management information systems (MIS). My responsibilities included generating and distributing management reports accurately and promptly, developing MIS documentation for smooth operations and easy system maintenance, and recommending updates to current MIS to enhance reporting efficiency and consistency. Additionally, I performed data analysis for periodic reports, developed MIS systems for customer management and internal communication, and generated both periodic and ad hoc reports to support the Operation and Maintenance department. I also handled technical reports related to Indoor small cell, WIFI, and Ultra broadband Radio services, offering documentation and technical support via email to simplify workflows.
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Education

2013 – 2017 Bhavnagar	B.E in Electronics and Communication <i>Government engineering collage</i> CGPA - 7.5/10
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Tools & Technology

Technical Reports	Advanced Excel(Pivot Table, Lookups)
C	HTML/CSS/Javascript
ReactJS	NodeJS

Certificates

Full Stack Developer

By Felix IT System, Ahmedabad

Full Stack Developer

By Edureka

Introduction to Blockchain Technologies

By coursera

Areas of Interest

- Python
- Data science
- Data Structure and Algorithm

Projects

2016/07 – 2017/07

Speech Recognition using java

Project was based on java programming for speech recognition and instruction was passed through web bulk SMS to the GSM module. Connected devices with GSM module will act on that instruction using internet from anywhere.

Key Strength

Team player

Attention to details

Problem solver

Analytical skill

Process oriented

Languages

• English

• Hindi

• Gujarati