



KHUSHBOO SAROJ

IT Trainer & Developer



Sangam Nagar, Wadala (East)



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Professional Summary

Results-driven IT professional with 5 years of experience in training and hands-on development. Expertise in software development, programming languages, and web development technologies. Adept at transforming technical concepts into practical knowledge, preparing students for industry standards, and enhancing operational efficiency through training innovations.



Employment History

Mazzarello Professional Academy

Computer Trainer

2019 - 2022

Core Responsibilities:

- Conducted training sessions on Tally, advanced MS Excel, and basic programming skills.
- Mentored students on professional skills, providing job-ready training for technical roles.

Auxilium Skills Academy

Centre Manager / Computer Trainer

2022 - 2023

Core Responsibilities:

- Managed center operations, including scheduling, instructor coordination, and program administration.
- Led training sessions in Tally, Excel and other basic Computer subjects, supporting instructors and enhancing curriculum quality.

Key Achievements:

- Launched online workshops, increasing course accessibility by 40%.
- Standardized training materials, improving delivery efficiency by 30%.
- Achieved a 95% student satisfaction rate through structured feedback and curriculum updates.

S-tek IT Education

Computer Trainer (PART TIME)

2022 - 2023

Core Responsibilities:

- Conducted part-time training sessions in HTML, CSS, Javascript, and C with a real-world, practical focus.
- Evaluated individual student progress and offered personalized improvement plans.

Key Achievements:

- Developed project-based curriculum materials to enhance practical application skills.
- Created video tutorials, reducing lesson time and increasing student autonomy by 15%.

Keerti Computer Institute

Computer Trainer

2023 - Present

Core Responsibilities:

- Train students in software development with a focus on Python, HTML/CSS/Javascript, C and SQL.
- Adapt content delivery based on student progress, ensuring hands-on learning and technical comprehension.

Key Achievements:

- Led a successful curriculum update, integrating project-based modules that increased engagement and reduced dropout rates by 30%.
- Created and maintained an internal knowledge base, reducing technical support requests by 20%.



Technical Skills

Basic Proficiency

- **Programming Languages:** C, Java, Javascript
- **Databases Management:** MongoDB

Moderate Proficiency

- **Programming Languages:** Python
- **Databases Management:** MySQL

Highly Proficient:

- **Software and Tools:** Advanced Excel, Tally, MS-Office
- **Web Development:** HTML, CSS, Bootstrap 5



Qualifications & Certification

Bachelor of Computer Science (Final Year)

Mumbai University | Expected Completion: 2025

- Focus on programming, software development, and database management.

Advanced Tally Certification

Mazzarello Professional Academy | 2019 - 2022

- Specialized in accounting software and data analysis.

Advanced Tally Certification

Mazzarello Professional Academy | 2019 - 2022

- Specialized in accounting software and data analysis.

MS-CIT (Maharashtra State Certificate in Information Technology)

- Certification in essential IT and productivity tools.

Advanced Excel Certification

- Expertise in advanced Excel functions for data analysis and visualization.

Language Competencies

- Hindi
- English
- Marathi