

Curriculum Vitae

Sneha Dinkar Deshmukh

Bhekrai Nagar, Hadapsar Pune-28

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Date of Birth: 19-Sep-1995

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Profile Synopsis: -

I want to be associated with a progressive organization that gives me scope to enhance my knowledge and skills in accordance with latest trend and to be leader of a team that dynamically works towards the growth of organization & satisfaction thereof.

Profile Overview: -

Total Experience: - 3 Yrs. 2 months

Technical Expertise:

- Core Java, Servlet
- Html, CSS, Java Script, Html5
- Data Base: - MySQL, SQLite
- Eclipse, Spring Tool Suite,
- Good Knowledge of MS office Outlook
- Basic Knowledge of Windows.
- Good Communications skill & Team Handling

Total Experience Details: -

Date (from - to)	Organization	Designation
Feb 2023 To till Date	CNC Web Technologies Pvt. LTD Pune	Core Java
July 2021 To Jan 2023	Techlimpid Private Limited, Hadapsar, Pune-28	IT- Operation (HEAD)
Dec 2019 To May 2021	Cybzilla Systems Pvt. Ltd. Keshav Nagar Hadapsar Pune-28	Assistant HR

Education: -				
Degree	University/Board	Name of the Institution	Year of Passing	Percentage / CGPA
MCA	SGBAU Amravati	Sant Gadge Baba University, Amravati, MH	2020	6.97 (CGPA)
BCA	SGBAU Amravati	Shri Shivaji Science Collage, Amravati MH	2017	61.64%
H.S.C.	Nagpur Board	Model Junior College, Arvi, Dist.-Wardha MH	2013	52.67%
S.S.C.	Nagpur Board	Kannamwar Vidyalaya, Arvi, Dist.-Wardha, MH	2011	55.82%

Internship Project Details:

Project : Post Office Management System
Role Played : Developer
Tools : Visual Basic 6.0

Description:

Post Office Management System is a software application developed using Visual Basic 6.0 and MS Access database. The implementation of this system in postal department improves the process of work and manages work more effectively. It makes it easier to handle post details, money order details, sales and bills, subscriber details, and much more. There's no computerized maintenance for the details of transactions such as money order, speed post, register post, transaction saving, recurring bank transactions, etc. This system is very uneconomical, unreliable, and insecure. In future system may get connected by WAN and post office employee can access any information from anywhere in world just couple of clicks. The proposed post office management software application makes the management and operational procedures easy in a postal office/department. With this system, details such as post, money order, subscriber, sales, bills, etc. can be easily managed and controlled via the main menu of the software. There's provision for addition and deletion of customers. This application also allows you to view that proper filling system has been adapted to slate data for future. It can, overall, provide users timely information whenever required and make better management described appropriate time.

Current Employment Experience: -

Project	: <i>BillKT</i>
Role Played	: Developer and Unit Test Debugging
Tools	: <i>Eclipse IDE</i>
Description	: The goal of the project is to develop the system used for billing of invoices generated while purchase of goods/services from the enterprise. The developed system can be an integral part of the enterprise. With proper management and required training given to the staff, the system can drive up productivity throughout the enterprise. This system can be a key resource for a successful service desk in an IT department well aligned with the business units' needs. The system can simplify the process by outlining the features to look for and indicating key decision-making criteria. This billing software is very handy and capable of generating professional quotation, invoice, credit note, customer statement & delivery notes. Admin can easily convert these documents to PDF, HTML, Excel, image, rtf & others format either to suit your printing or email purposes. By using BillKT software, Admin can email the document to your customer directly.

Previous Employment Experience: -

Organization	: Techlimpid Private Limited, India
Experience	: 1 year and 6 months as IT-Operation Head.

Job Profile

- Maintain client communication through mail and meetings.
- Manage the different projects as per client requirements.
- Maintain constant communication with managers, staff, and vendors to ensure proper operations of the company.
- Ensure that operational activities remain on time and within budget
- Worked as coordinators for different departmental works.
- Maintain the data and documents of all Engineers over all PAN India.
- Worked as RMA and SLA Person.
- Follow up of both Engineer and client on time.
- Attendance & assist in processing Payroll for employees.
- Creating Tax invoices for client and follow up for it.
- Lead, motivate, and support a large team within a time-sensitive.
- Oversee accounts payable and accounts receivable departments
- Conduct budget reviews and report cost plans to upper management.

Organization : Cybzilla Systems Private Limited, India
Experience : 1 year and 6 months as Assistant IT-HR.

Job Profile

- Coordination with all Engineers and Vendors.
- Enter data of new hires, terminations and other status changes.
- Assist in processing Payroll for employees.
- Ensure appropriate approvals are received.
- Generate periodic census report for postings; calculating exchange rates, annual salary and Benefits.
- Assist with the orientation preparations such as, scheduling webinars, preparing individual documents, and also emailing managers new hires.
- Perform a follow-up of Employee Recognition Programs, like anniversary letters, notices, and also thank you drawings.
- Assist the Benefits Manager with administrator tasks like mailings, and also benefits communications.
- Perform other general office duties for the HR department like ordering office supplies.
- coordinating office space equipment, and also distributing daily mail.
- Oversee materials and inventory.
- Maintain constant communication with managers, staff, and vendors to ensure proper operations of the company.
- Develop, implement, and maintain quality assurance protocols.
- Attendance & assist in processing Payroll for employees.

Achievements: -

- Employee of the year in Techlimpid Pvt. Ltd (2022).
- Admin Course completed in Salesforce (2020).

Other Certification: -

- Completed C & C++ Course in 2016.
- Completed MSCIT Course with 98% in 2012.

Activities and Interests: -

Reading, listening music, playing badminton, Crafting.

Languages			
	Read	Write	Speak
English	✓	✓	✓
Hindi	✓	✓	✓
Marathi	✓	✓	✓

Personal Particulars:

Nationality : Indian
Date of Birth : 19th Sep 1995
Gender : female
Marital Status : Unmarried
Permanent Address : Datta Ward, Arvi, Ta-Arvi, Dist- Wardha, MH-442201

Date:

(Sneha Deshmukh)

