Krishna Katkar

Pune, India, 9284026660, krishnakatkar205@gmail.com

PROFILE

Good communication, planning and organizing skills

Clam and friendly personality.

Ability to work under any pressure and condition.

Ability to work in Team as well as independently.

EMPLOYMENT HISTORY

Administrative Assistant, at ASM CSIT collage
Jun 2018 — Nov 2018 · Pune, Chinchwad

- Answered incoming telephone calls, took down messages and provided information.
- Sorted and organized files, spreadsheets and reports.
- Took detailed meetings, prepared meeting rooms and compiled paperwork to support department.
- Interacted with parents by phone, emails or in person to provide information.

Anchor
Feb 2017 — Dec 2019 · Pune

- Excellent verbal and written communication skills, strong interpersonal and good organizational skills.
- Strong computer skills and ability to work with common office software systems.
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Event manager, at Big Group of India
Dec 2018 — Dec 2019 · Pune

- Provided optimal assistance to the General Manager and handled a variety of tasks.
- Interviewed clients to assess their desires and needs regarding their event.
- Scheduled vendor appointments, handled follow-ups, picked up items, and coordinated with other professionals to guarantee a seamless event day.

Infra Managed Service Analyst, Accenture
May 2022 — Present · Pune

Infra Managed Service Analyst
June 2024 – Present

- Recently promoted from Infra Managed Service Associate.
- Implementing best practices to enhance system reliability and performance.

Infra Managed Service Associate
June 2022 – May 2024

- Joined Accenture as a fresher.
- Assigned to the Ferrero project, providing infrastructure management and support.
- Monitored and maintained IT infrastructure to ensure optimal performance.
- Assisted in troubleshooting and resolving system issues.
- Collaborated with cross-functional teams to streamline processes and improve service delivery.

EDUCATION

Bachelor of Computer Application: Science, ASM CSIT
Dec 2017 — Apr 2020 · Pune, Chinchwad

SKILLS

- Microsoft Windows Server Administration
- Microsoft Azure Architecture
- Vmware Virtualization Administration
- AWS Architecture
- Effective Time Management
- Ability to Work in a Team
- Leadership
- Computer Skills
- Ability to Work Under Pressure
- Customer Service
- Communication Skills

LANGUAGES

English	Native speaker	Marathi	Native speaker