RESUME

**ANKITA BALASAHEB JADHAV**

**Contact: 9028392070**

**E-mail Id:ankitajadhav973@gmail.com**

*Indian, Smart, Talented, Enthusiastic with Excellent Communication Skills.* 

To,

Dear Sir / Madam,

Sub : Looking for a challenging and growth oriented career with progressive organization that could Utilize my Skills, knowledge and my ability for mutual benefit.

I wish to introduce myself as a Administrator having the good knowledge, skills, creative abilities, talents and aptitudes of the organization’s workforce, as well as the values, attitude and beliefs of the individuals involved.

A competent professional with good working experience of Technical assistance, Provisions and monitoring, Incident and Problem management, & test, monitors and troubleshoot a variety of Complex issue related to application, networks, virtual machine, servers, Active directory, VPN using established procedures. I have the drive to develop business relationships with customer, generate profits and create winning business strategies.

I am proficient at identifying organizational needs, have the desire to build relationships with Business Associates and possess ability to lead and mentor Teams. I excel at motivating groups, developing strategic plans to win new business and adjusting to market conditions to develop mutually respectful and trustful relationships with clientele.

Your time and consideration in reviewing my credentials will be highly appreciated.

I look forward to speaking with you soon. I can be reached at contact details furnished above.

Herewith, I am enclosing my C.V. for your kind perusal and positive reciprocation.  
  
Thank you,

Sincerely Yours,

**Ankita Balasaheb Jadhav**

Technical Skills:-

Certification : Microsoft office specialist (Microsoft office excel2007)

Languages : c, c++,java,vb.net.

Database : SQL,MS-Access.

Web development : HTML

Operating Systems : windows (98/2000/xp), windows 7.0,8.0.

Educational Qualification:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Degree | Year | Institute | Board/  university | Specialization | % |
| BCA | 2013-16 | Indira college of commerce &science | Pune university | IT | 55% |
| HSC | 2013 | Balaji college of com &sci | Maharashtra board | Commerce | 67% |
| SSC | 2011 | Vidya vinay niketan school | Maharashtra board | General | 80% |

Achievements:

Certificate in Indira College of commerce and science techno savy

Certificate of govt. elementary drawing exam.

Certificate of govt. intermediate drawing exam.

Curriculum Vitae

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**Career Dossier:**

|  |  |
| --- | --- |
| **Organization**  **Service Sector**  **Designation**  **Duration**  **Area of Work** | : **Wipro Technologies**, BPS  Plot No.31 MIDC, Pune Infotech Park, Ph-2 Hinjewadi, Pune, Maharashtra 411057  : Wipro Technologies Is a well known Multinational IT company.  Wipro is involved in providing business solutions to various companies. It  Provides Customer & technical support to brand name like Levi’s etc.  In various aspects like Design Support, Developer Support, infrastructure Support  and etc.    : Senior Associate (capital one CFS process)  : May 2016 till date(4.5 years)  As senior Associate supposed to monitor many tasks and the work in the back office which includes helping customers or clients with billing or purchasing or if the customer wishes to create an account for any product and much more. Need to handled credit Card transaction related any queries of customer.  Mentored 9 batches in the training phase. 2 of them are from the nesting period.  I am the first point of contact for 90% of people in any needful situations on the floor. Just because tenured people on the floor I was moved into the 15 team since joined the wipro. |

Personal details:

Date of birth : 21/02/1995

Gender : female

Marital status : married

Nationality : Indian

Father's name : balu jadhav (balasaheb)

Spouse name : Rahul shelar.

Child Name : Reva Shelar.

Past and Present address: hinjawadi, Tal mulshi, dist pune-57.in front of

Birla soft company.

Languages : English, Marathi, Hindi.

Hobbies : playing chess, solving puzzles.

Place: pune

Date:

Thanks and regards

Ankita B Jadhav