Kamlesh Manohar Rane

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Technically skilled in HTML, CSS3 and Bootstrap to provide support to Technical and Data administrative team in a software industry. Overall 11+ Years of experience in handling Data Entry team. Easily collaborate with any Industry. Solid history of managing data entry team, generating Responsive HTML Email and other responsive templates.

KEY SKILLS

- HTML, CSS, Bootstrap and Java Script
- Quality Assurance
- Report Generation
- Basic Knowledge of SQL
- Microsoft Excel
- Data Entry
- Process improvement
- Team Handling / Team Work

WORK EXPERIENCE

Apr' 19 – Sept' 19: KAD e-Technologies Pvt. Ltd, Indore as Data Quality Administrator

Core Responsibilities:
- Handling back office activities related to Web based applications.
- Executing day to day activities of getting data from client and managing their queries.
- Responsible for monitoring program closeout process and deliver a report weekly basis to the US team.

Apr' 11 – Mar' 19: Rediffusion Healthcare Pvt. Ltd, Mumbai as Jr. Quality Analyst

Core Responsibilities:
- Handling back office activities related to Web based applications.
- Leading a team of data entry operators.
- Executing day to day activities of getting data from client and distributing it to the team & managing their queries.
- Responsible for monitoring program closeout process and deliver a report weekly basis to the US team.
- Ensured that the teams adhere to all the quality standards and procedures through sessions.
- Created an environment that sustained & encouraged high performance; motivated teams to optimize their contribution levels.

Additional Initiatives:
- Played various supportive roles like Front end HTML developer, Jr. Quality Analyst as per requirement and task assigned by seniors.
- Generating Responsive HTML Email template and other HTML documents as per project requirement.

Highlights:
- Led a team of 8 members and consistently achieved assigned targets through meticulous planning and utilization of resource.

Sep' 09 – Apr' 11 : Accel Frontline Ltd, Mumbai as Customer Support Engineer

Core Responsibilities:
- Provide technical support for Desktop related problems.
- Assembling, Installation and Maintenance of Desktop Computers and Peripherals
- Installation and updating of operating system and other software.
- Troubleshooting of Hardware, Operating System and Network Related issues
- Managing Local and Network Printers and connectivity.
- Configuring Microsoft outlook 2003/2007 and providing support to outlook related problems.
- Troubleshooting problem related with Windows 98, Windows 2000, Windows XP and based platforms.
- Providing support to clients for various Windows based application.
- Configuration of Modem, Printers, Scanners, Webcam, etc.

ACADEMIC CREDENTIALS

- **B.Sc. I.T.** with 50% from Mumbai University
- **Diploma in Computer Engineering** with 54.80% from Mumbai Board
- **SSC** with 62.66% from Maharashtra Board

Presently undergoing **Front End Developer** training from Squad Infotech Pvt. Ltd

PERSONAL DETAILS

Date of Birth   : 13th August 1985
Languages Known   : English, Hindi and Marathi
Preferred Location   : Mumbai and Pune