POONAM S. MANE

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PROFILE

I am a sincere and hardworking. One of my key strengths is the ability to integrate easily into new environments, being able to lead and motivate other personnel. I am ambitious and articulate, aiming to enhance, learn and develop new skills.

EDUACATIONAL QUALIFICATION

Examination	Board / University	College	Year	Percentage
SSC	Mumbai Board	Shardashram Vidya Mandir	1998	69%
I.T.I. in Electronics	Mumbai Board	Dadar I.T.I	2000	72%
NCTVT in Electronics	Mumbai Board	ATI Institute	2001	82%
Diploma in Industrial Electronics	MSBTE	M.H.SabuSiddiki Polytechnic [MSBTE]	2006	60%
B-Tech in Industrial Electronics	YCMOU	K. J. Somaiya Polytechnic	2011	61%

OTHER PROFESSIONAL QUALIFICATION

CCNA certified with 915 marks

Completed CCNA course from Karox Institute (Ghatkoper)

3] Current Employer : **K. J. Somaiya Private I.T. I.**

   Designation : **Instructor (Electronics Depart.)**

   Job Duration : **Aug 2017 to till date**

   Description : **Somaiya Vidyavihar is an educational trust that has built educational institutions in Mumbai, Rural Maharashtra and Karnataka, and undertakes several educational initiatives for the benefit of the Community using education as means of development.**

Responsibility :

- **Conducting Electronics lecture & practical for I.T.I. students**

2] Last Employer : **Ruia College, Matunga, Mumbai**

   Designation : **Lab Instructor (Electronics Depart.)**

   Job Duration : **Aug 2006 to Aug 2017**

   Description : **Ramnivas Ruia Junior College offers courses in Electronics and Computer Science to students desirous of taking vocational subjects. Both the Departments have excellent modern laboratories and extensive library of books.**

Responsibility :

- **Conducting Electronics practical for FYJC & SYJC students**

2] Last Employer : **Greenrose computer services Pvt.Ltd.**

   Designation : **Lab Technician (Hardware & network engg.)**

   Job Duration : **Aug 2004 to Aug 2006**

   Description : **Greenrose computer services pvt.ltd. Is a passport to a fulfilling career in Computer Hardware and Networking, providing students with hands-on training and relevant courses to stay abreast with the ever changing requirements of the I.T. world. With the sudden increase in businesses that need help managing, upgrading and customizing increasingly complex systems, there's no limit to the job opportunities in this expanding sector. As India becomes a Global hub for the Industry, They provide versatile courses with an easy approach to cater to all students.**

Responsibility   :

- **Maintenance & Troubleshooting of all x86 machine (Intel P3 & P4)**
- **Requirements Gathering and Analysis.**
- **Installation of Different Operating System**
  e.g. win98, win2000, win2003, winxp
- **Troubleshooting of Mouse, Keyboard & SMPS**

3] 2nd Last Employer   **: Midco Pvt.Ltd.**

  Designation   **: Quality Inspector**

  Job Duration   **: April 2002 to June 2004**

  Description   **: Manufacturer & Exporter of Dispensing Oil Pumps**
    Like Electronic Dispensing Pump, Mechanical Dispensing Pump, Oil Mix
    Electronic Dispensing Pumps, Multi-product Dispensing Pumps.

Responsibility   :

- **Final checking of Electronics kit which is used in Electronics petrol pumps.**
- **Requirements Gathering and Analysis**
- **Checking of display card, Power supply Card, Pulsar**
- **Troubleshooting of all above the things.**

LANGUAGES

Can read write and speak in English, Hindi & Marathi

LEISURE

Reading books, listening to Music