**Sana**

**Sana.333434@2freemail.com**

**Career Main Objective:**

To develop, improve and enhance my career by casting my experiences, skills and knowledge to the firm which I belong.

**Academic Qualification:**

**1. Secondary School Certificate- 2010**

Scientific Major, **82.36% FinalAward**, Symbiosis Convent High School.

**2. High School Certificate- 2012**

Scientific Major, **70.83% Final Award**, Bharat jr.College.

**3. Bachelor of Engineering (Electronics & Telecommunication)- 2016**

Pune University, **65.66% Final Award**, Completed 4th year from Siddhant College of Engineering.

**Work Experience:**

* Etisalat Outbound Sales Process as a Customer Service Associate and worked for 4 months as a sales person in Mumbai India.
* Calling to the customer and selling them plans of Etisalat and Elife services.

**Admin Assistant** Feb.2015 to Feb.2016

STEPONE Advertisers, Pune-India.

Responsibilities:

* Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
* Provides information by answering questions and requests.
* Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.

**Technical Skills:**

* Basic Programming in VHDL.
* Ms Office.
* Desktop Publication.
* Internet Fundamental.

**Academic Project Experiences:**

**Mini Project:**

**Title:**

Women Safety Hand Gloves using 8051 Microcontroller.

**Description:**

In this project by using Microcontroller 8051 we can generate current which will harm that person who tries to do something wrong or misbehave.

**Mega Project**

**Title:**

ATM Based Petrol Pump Using ARM 2148.

**Description:**In this project we are making an advance petrol pump by using RFID reader card with accurate amount of petrol to be given to the customers by using their valid cards.

**Extra – Curricular Activities:**

* Anchored the farewell function for the seniors in my department.
* Got position in school for various competitions like declamation, extempore, paper reading, debate and craft making competitions.
* Anchored in various school functions such as Republic day and Annual day.

**Achievements:**

* Basics of PLC & Automation in SCADA Software.
* Certified for Profound Training.
* Held a perfect Attendance Record.

**Activities:**

* Certified in Proficiency of Computer.
* Participated in THANE VARSHA MARATHON.
* Intermediate Drawing Examination.
* Participated in RSP Parade.

**Skills:**

* Communication skills.
* Always taking the Proactive approach.
* Fast learner, working under pressure and challenges.
* Innovation and negotiation skills.
* Team work environment.
* Leadership skills.

**Languages:**

* English
* Hindi
* Urdu
* Marathi

•**References is upon request.**

***I hereby declare that all the above information is true.***