**CURRICULUM VITAE**

**Sneha**

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**CAREER OBJECTIVE:**

Seeking a position to utilize my skills and abilities in Industry that offers professional growth while being resourceful, innovative and flexible.

**EDUCATION QUALIFICATION:**

* Bachelor in Computer Engineering: Mumbai University
* Diploma in Computer Engineering: Mumbai University
* Secondary School Certificate: Mumbai University

**TECHNICAL KNOWLEDGE:**

Have completed courses in below technologies

* CISCO CERTIFIED NETWORK ASSOCIATE. (CCNA)
* Cisco Networking: OSI, TCP/IP models and UDP protocols.
* Configure, verify, and troubleshoot IPv4 addressing and sub netting & IPv6 Stateless Address Auto Configuration
* Routing Technologies: Configure, verify, and troubleshoot inter-VLAN routing.
* Red Hat Certified Engineer & Red Hat Certified System Administrator. (RHCE/RHCSA)
* Checking HOSTNAME, USERNAME, WORKING DIRECTORY, KERNEL VERSION, UPTIME, DATE and CALENDER from command-line
* Knowledge of Linux File system, basic tools and utilities
* File permission, file compression, user management, services and processes.
* Package Management, KVM virtualization, Installing Networking IP Addresses, DHCP, DNS, FTP, SAMBA, WEBSERVER SERVER
* Taking Remote services by TELNET.LDAP and NIS servers
* Knowledge of Postfix mail services, ISCSI STORAGE, SYSLOG, MARIA DB SERVICE.
* Knowledge of IPTABLES FIREWALL
* Configuring IPV6.
* Sequences and File handling
* Data Structures, data processing and User Defined Functions
* Debugging, Database handling and Project Skelton
* Regular Expression, Package Installation, Windows spreadsheet parsing and webpage scrapping
* Knowledge of SQL DBA.
* Knowledge of HTML

**PROJECT DESCRIPTION (DIPLOMA)**

**Title: Hotel Management**

Details: The projects website includes various Menus’, which includes all the facility for the Walk-In Customers and Images of the Hotel.

Languages used were Visual Basic 6 as Front -End and MS-ACCESS as Back-End.

**PROJECT DESCRIPTION (DEGREE)**

**Title: Asset Management**

Details: Project included the details of assets in lab, like pc’s configuration of every hardware parts.

Languages used were Ms Access and Visual basic 6.

**PERSONAL QUALITIES:**

* Ability to maintain confidentiality.
* Ability to work on own initiative.
* Ability to deal calmly with challenging customers.
* Positive Attitude.
* Commitment to working as part of a team

**KNOWLEDGE/SKILLS:**

* Good interpersonal and communication skills.
* Good organizational skills.
* Good record keeping skills.

**HOBBIES:**

* Explore new locations and travel
* Riffle shooting

**PAST MANAGEMENT EXPERIENCE: Around 5 years of total experience.**

**Experience in IIHT THANE as a Center Manager.**

**(Hardware Networking and Software Company)**

Responsibilities:

* Daily admin work, petty cash, handling records.
* Handling Interview Sessions of employees.
* Managing staff and their requirements.
* Coordination with students and IIHT Corporate office.
* Managing marketing executives for achieving targets and Billings.
* Activities arrangements for marketing and business development.
* Infrastructure Development.
* Arranging master sessions, seminars, and personality development sessions for students.
* Planners for every month for employees.
* Look after exams, books indents.

**Experience in Arena Animation Fort as a Centre Manager. (Graphics and Animation Company)**

Responsibilities:

* Daily admin work, petty cash, handling records.
* Handled a team of 15people.
* Handling counselor’s team, monitoring daily calls, follow-ups, weekly mailers, messages, and newsletters, new marketing offers schemes.
* Co-ordinate staff for attendances, log sheets, syllabus, batches completion and feedbacks.
* Arranging Interviews for staff recruitment.
* Coordination with staff and their requirements.
* Coordination with students for their issues like books, certificates, attendance, exams and center feedbacks.
* Managing marketing executives for achieving targets and Billings, monitoring weekly targets, weekly activities, negotiation with marketing vendors and dealers for marketing material, rates and quantity.
* Activities arrangements for marketing and business development according to areas.
* Infrastructure Development, like banners, posters in-house look and feel, arranging hardware and software requirement.
* Arranging master sessions, seminars, and personality development sessions for students.
* Handling social marketing, daily post of the company.
* Planners for every month for employees to achieve targets, for faculties, for counselors and for marketing executives.

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**Experience in SOFTKEY EDUCATION AND INFOTECH (HEAD OFFICE Vidyavihar) as a Branch Manager. (Distance Education Study Center)**

* Handling team size of more than 10 people
* Training and motivation for team, sales tell callers.
* Managing Admin team for collections and references.
* Recovering pending balances.
* Counseling enquiries and Handling queries of current admissions.
* BTL Activities.
* Generating leads through references and sales activities

**PERSONAL DETAILS:**

Name: Sneha

Date of Birth: 13 January 1987