**Mandar Naphad**

339/C, Mangalwar Peth, Satara - 415002

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**Objective**

Seeking a competitive and challenging environment where I can serve and the client while establishing an enjoyable career for me.

**Profile Summary :**

* Skilled **Office administrator** and **Teacher** having **5 years** of experience in handling student batches simultaneously in challenging environment
* **3 years** of experience as a **Software Developer** in **C#, .NET and MS Access** technologies. Currently learning **Python**
* Experience in **teaching Programming languages** and **MS-CIT**
* Good knowledge of subjects and teaching skills for **standards 1 to 10**
* Understanding students and parents requirements, **excellent relationship management skills**
* Multitasking and Team building abilities
* Flexible to **adapt multiple roles and responsibility**
* Experienced in **creating and maintaining documentation**

**Career Progression :**

* **Dixit Classes, Satara**
* Designation: Office Assistant & Teacher - May 2017 to till date

 **Job Description :**

* Teaching all subjects for Standards – 1 to 6 and teaching History, Marathi and Hindi for Standards 7 to 10
* Office management - Allocating lectures to faculties, understand and solve the concerns etc.
* Teaching programming languages.
* **Venture Masson Technology, Satara**
* Designation : Jr. Software Developer - Sept ‘15 to Apr ‘17

 **Job Description :**

* Worked as a Jr. Software Developer on C# and .NET technologies
* Hands on experience in designing GUI
* Experience in MS Access
* **ITCT Computer Education, Satara**
* Designation : Trainer - June ‘14 to Sept ‘15

 **Job Description :**

* Worked as a MS-CIT trainer
* Office management - Allocating lectures to faculties, understand and solve the concerns etc.

**Education :**

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| --- | --- | --- | --- |
| **Course** | **Institute** | **Score** | **Year** |
| Diploma in Computer Engineering | Satara Polytechnic, Satara | 59.42% | 2011-14 |
| S.S.C | Anant English School, Satara | 72.60% | 2005-10 |

### Project and Co-Curricular Activities :

* Worked on project – Student Management System in Diploma Final Year
* Participated in a Poster presentation competition TECHNOBYTE 2K14 - state level event at Nanasaheb Mahadik College of Engineering, Peth
* Attended one-day Workshop on Personality Development associated with NPTA Education Pune

### Extra-Curricular Activities :

* Passed Maharashtra Rajya Shikshak Mandal, Pune exam in Hindi Sulekhan Bodh Pariksha in 2006 with Second class
* Completed MS-CIT certification with 86% score
* Completed Google – Technical Support Fundamentals course from Coursera online platform
* Learning Python from Coursera online platform

**Declaration**

I hereby declare that the information drafted above is true to the best of my knowledge

Date :

Place :

 (Mandar Milind Naphad)