

# Resume

## Sushil Shivshankar Harne

Admin Officer (3+ years of experience)

At. Surwada Tq. Achalpur Dist. Amravati

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+91-9922785535

### ❖ Carrier Objectives

To work in an organization where I can use my experience & skills in facilities for the benefit of the organization whilst improving my knowledge & experience.

### ❖ Experience

| Sr No | Organization                    | Designation   | From                     | No Of Years |
|-------|---------------------------------|---------------|--------------------------|-------------|
| 1     | Dr Rajendra Gode BAMS Amravati. | Admin Officer | Aug 2024                 |             |
| 2     | Ideal Man Power Pune.           | Admin Officer | April 2020 to March 2023 | 3           |
| 3     | Kalpak Solution Pune.           | Php Developer | 2015 to 2016             | 1           |
| 4     | Alive Tech Services Pune.       | Php Developer | 2014 to 2015             | 1           |

### ❖ Education

| Sr No. | Education                       | Year     | Percentage |
|--------|---------------------------------|----------|------------|
| 1      | MBA                             | Appeared |            |
| 2      | B.E. ( Information Technology ) | 2013     | 58%        |
| 3      | H.S.C.                          | 2008     | 74%        |
| 4      | S.S.C                           | 2006     | 77%        |

### ❖ Strength

- Good Communication Skill
- Office Management
- Problem Solving Nature
- Team Builder
- Organization and Time Management
- Leadership and Team Management

### ❖ Personal Details

Date of Birth : 20 May 1990  
Father's name : Shivshankar N. Harne  
Nationality : Indian  
Language Skills : Hindi Marathi English

### ❖ Declaration

I hereby declare that the information given above is true as per my knowledge.

Date:

Place:

( Sushil Harne )