

PATIL SHRAWAN

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Permanent Address: A/p- Hasur Dumala, Tal. -Karveer, Dist.-Kolhapur - 416001.

Career & Executive Summary

- 1.5 Year of progressive experience in **Material Science Lab** as **Attendant & Technician, CCC Trainer'**

Professional Skills

- **CCC** Passed with 'B' Grade from **NIELIT** Board at Proactive Career Education in July 2016 ▪
English Typing 30 w.p.m. (appearing)

Academic Qualifications

- **B.Sc (Chem.)** - Pursued in Bhogawati Mahavidyalaya, Kurukali with 76.67 %. (Completed in 2020) ▪ **12 (Sci.)** - Pursued in Kolhapur Board with 58.15 %. (Completed in 2016)
- **10** - Pursued in Kolhapur Board 80.80 %. (Completed in 2014).

Professional/ Technical Experience

Employer: Disha Computer Education & Computer Sales & Services (HALDI) March-19 to Aug.-19

Designation: ' **CCC Trainer'**

Job Profiles

- Course on Computer Concepts (CCC) [Outlook, One Drive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, and Yammer.]
- Google App's – Gmail, Drive, Chrome, Google Sheet, Docs, Classroom

Employer: Material Science Lab as Attendant & Technician at SUK Dec -17 to Sep.- 18.

Designation: ' **Attendant & Technician'**

Job Profiles

- Identify and troubleshoot **equipment issues**.
- **Conduct laboratory tests** according to equipment specifications and Standard Operating Procedures (SOPs).
- Generate **routine reports** on laboratory experiments.
- Follow proper waste **disposal** and **recycling** methodologies.
- Write experimental **procedures** and **develop reports of test results**.
- **Work with Professor in resolving experiment** and equipment related issues in a timely fashion.

Employer:- Currently working at Common Facility Center Shivaji University , Kolhapur as a **Technical Assistant**

Strengths

- Good **communication skills**.
- Good decision making and analytical skills.
- Able to **Handle people** in a very efficient way.
- Good at **public dealing and teamwork**.
- Strong **analytical and co-operative quality**.
- Positive Attitude, Determined, High Energies, Hard Working.

Computer Proficiency:

Software packages: **MS Office**, Windows OS

DECLARATION:

I hereby declare that all above information is true as best of my knowledge and belief.

(PATIL SHRAWAN)