

Resume

Name: Abhishek Milind Shaha

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Old Airport Road
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Educational Qualification

Degree	School/College	Passing Year	Percentage
MCA	Shivaji University, Kolhapur	2022	84.57%
B.Sc. CS	Shivaji University, Kolhapur	2020	58.08%
12 th HSC	Shri Vijaysinha Yadav College Peth Vadgaon, Kolhapur Maharashtra	Feb -2017	60.92 %
10 th SSC	SK Pant Walawalkar High School Kolhapur	March - 2015	68.00 %

Other Qualification

Course	Year	Percentage
MSCIT	JUNE-2015	82 %

Computer Skills

- Basic Computer knowledge.
- Computer Hardware.
- Internet applications.
- Typing, Emailing, editing documents, Creating presentations, creating spreadsheets Using word processing documents Completing file and document management Using basic Microsoft Office applications.

Work experience

Work at **SERVENERGY IT CONSULTANCY PVT LTD.** (Jan 2018 - Jan 2021)
www.servenergy.co.in

- **Client** -: Kolhapur Zilla Sahakari Dudh Utpadak Sangh Ltd (Gokul)
- **Designation**: Service Associate

My Work is:

- Working on Windows platform.
 - Formatting and installing Operating System like Windows 7/ Windows 10.
 - Enable or disable the permission of share folder.
 - Handling the phone calls and sending the mail's as per requirement.
 - Installation and troubleshooting of Antivirus.
 - Installation and troubleshooting of Hardware and software Issue.
 - Maintain data backups and records related DMS. (Document management system)
- Train client how to use DMS (Document Management System).

- Work at **Infosys BPM** (Aug 2021- May 2022) <https://www.infosysbpm.com/>
 - Role: Process Executive Location
 - Location: Pune
 - Process – Healthcare

Personal Details

- **Date of Birth** :- 07-02-2000
- **Marital Status** :- Unmarried
- **Nationality** :- Indian
- **Languages Known** :- English, Hindi, Marathi.
- **Interest** :- Travelling, Computer Work, Cycling, etc.

In hereby declare that the above-mentioned information is true to best of my knowledge.

Date: -

Abhishek Milind Shaha