**Poonam Sushant Patil**

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Knowledge of Marathi, English, Hindi, Spanish languages. Can translate material in an understandable and appropriate way which can help client to better understand it. Bringing forth a positive work ethic and a commitment to efficiency and integrity.

**Key Skills**

* Excellent Verbal, Non-Verbal, and Written Communication
* Time Management & Multitasking
* Self-Management & Self-Motivation

**Experience Summary:**

* **M/s Wistran Language Services**

E-commerce project. Translation from English to Marathi. Worked on XTM Workbench.

* **M/s JK Info Tech Inc.**

Translation of standard documents from english to marathi in word files. (Work From Home).

* **M/s Brahmam Net Solutions Pvt. Ltd. Noida, Uttar Pradesh.**

Translation of various documents from english to marathi in excel files. (Work From Home).

* **M/sXanadutec Data Solutions, Pune (From Aug 2013 toMay 2016)**

Xanadutec Data Solutions Private Limited is a Private incorporated on 10 January 2003. Its authorized share capital is Rs. 100,000. It is involved in Software publishing, consultancy and documentation of ready-made customized software, operating systems software, business & other applications software, computer games software for all platforms. Consultancy includes providing the best solution in the form of custom software after analyzing the user’s needs and problems.

**Job Role:** Development, Testing, support and maintenance

**Job profile:** Work on Software named as CUBE. This is a software that covers complete medical transcription process. It works in two major parts i.e. the Cube FTP and the Cube Editor. Cube FTP is responsible for upload and download of files, while Cube editor is used for transcription purpose. Software Testing web applications ‘Cubeweb’ which were prepared for Oxford University Hospital and for Royal National Orthopedic Hospital which are based in London.

**Job Responsibilities:**

* Communicating with oversees clients (mainly based in London) through Skype or telecons to understand correct requirements
* Creating user documents for our team to understand client’s requirements
* Customizing Software Design
* Understanding software Requirements Specification and identifying the required test scenarios
* Designing Test Cases / Reviewing Test Cases by going through the functional requirements, User (Business) Requirement Documentation.
* Working with developers to resolve the issue by providing the detail functionality of the issue
* Reporting and tracking of bugs to ensure that issues get fixed
* Provide online application support to the clients
* **M/s Sakri IT Solutions Pvt. Ltd. Pune (From March 2012 to February 2013)**

Sakri is the leading technology partner of choice for businesses and users looking at enhancing competitiveness and driving productivity. Sakri'sbusiness expands in various business models like Network Security Products, Software Services, and KPO. With its unique focus on distribution and partner program, demonstrated by strategic and comprehensive relationships with some of the world's best brands like Microsoft, Cisco, Micromax, Printec and Airtel, Sakri has continued to manage high-end complex engagements to build a growth-led and sustainable business.Since its inception in April, 2009 Sakri Group, is one the fastest growing business groups with a turnover touching USD 60 Million.

**Job Role:** Sales support and coordinator.

**Job Responsibilities:**

* Prepare database of clients through online search, data collectionof enquires received from sales team
* Promoting our partner’s M/s Airtelbroadband services and lease line to identified customer through Sales team
* Send best offer about product to customers after discussing with Sales Manager
* Coordinate sales team by managing schedules, sending offer documents and communicating relevant information about customers
* Handling a team of 9 sales employees who were in field of Pune province
* Daily Maintaining records about ordersstatus of all Sales team employees, keeping track of orders to send final report to sales manager, ensure that team has processing all orders with accuracy and timeliness
* SIM card activation, through software by filling information received from Sales employee about customer
* Follow up with accounts team to generate invoice and send invoices to customers, monthly tracking of payments receivable through sales team.
* Route complaints received from customers to relevant field technical sales employee and ensure after-sales support provided and complaint closed in time
* Preparing profit loss statement, Store and sort financial and non-financial data in electronic form to discuss in Monthly review meeting
* Monitor the team’s progress, identify shortcomings and propose improvements
* Attendance records tracking of each sales person, to send details to payroll team.
* Responsible for finding suitable candidates to enhance own sales teams, reach out to those who are qualified, conduct telephonic rounds as entry level interview and present dossiers of approved candidates to management for technical round
* **M/s Aurochem Pharmaceuticals Pvt. Ltd. Palghar (From April 2008 to January 2009).**

Engaged in manufacturing, supplying and exporting of pharmaceutical products, M/s Aurochem Pharmaceuticals are amongst the fastest growing organizations in the pharma industry. Manufactured as per international set standards, our products viz antibacterial, antimalarial, impotence drugs, NSAIDS, cardiovascular, anti fungal, etc. are very effective and reliable. M/s Aurochem Pharmaceuticals offer more than 450 different types of drugs.

**Job Role:** Quality Assurance and Quality controller

**Job Responsibilities:**

* Inspect raw materials to ensure consistency and integrity
* IPQC (internal process quality control) as per SOP
* In process Supervision of all departments from Warehousing, storage, process manufacturing till packing departments to ensure interim Quality check.
* Intermediate batch samples collection, testing and approving for final packing
* Maintaining Internal Process Quality Control
* Attempt repairs on broken or damaged products to determine the best way to scale those repairs
* Test a certain percentage of all products based on industry standards
* Report problems or concerns to senior management immediately
* Manage our quality assurance division and ensure all employees meet their required quotas
* Provide training and support to QA team
* Create an effective, efficient testing protocol to be used across all product lines

**Qualification:-**

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| --- | --- | --- | --- |
| **EXAM** | **UNIVERSITY** | **MARKS (%)** | **YEAR** |
| S.S.C | Maharashtra State Board | 78.00 | March 2002 |
| H.S.C | Maharashtra State Board | 66.00 | March 2004 |
| B.Sc. | Mumbai University | 60.61 | March 2007 |

**Technical Qualifications:-**

* **Diploma in Dot Net Technologies from NIIT**
* **Certificate in Software Testing and Quality Assurance using IBM Rational Products from NIIT**

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**Personal Details: -**

Date of Birth : 16th November 1986.

Marital Status : Married.

Languages Know : English, Marathi, Hindi and Spanish.

Hobbies :Reading, traveling.