Sonia Sathe

H.No. 55, Vasant Bagh Society, Bibwewadi, Pune- 411 037.

Tel- (020)-2421 6805, Hand Phone- 9767723602 / 9371045511.

Email- soniasathe@gmail.com

Possess a keen learning sense for a broad and diverse set of responsibilities. A strong trainer with good communication skills. Organized and methodical. Excellent knowledge of quality controls and systems. Good with HR and personnel skills.

Educational Qualifications:-

1.) **(2012) -** MBA, 66.67%, IGNOU
2.) **(2011) -** MOS–Microsoft Office Specialist, USA, Certificates in
MS-Word 2007 and MS-Excel 2010 from Microsoft, USA
3.) **(2010) -** M.Com, 58%, University of Pune
4.) **(2010) -** M.Sc.- IT, 59%, Sikkim Manipal University
5.) **(2009) -** MS-CIT, 88%,, Maharashtra State
6.) **(2008) -** ISO 9001:2000 Certified Internal Auditor, SGS India Pvt. Ltd., Pune
7.) **(1989) -** DCS (Diploma in Computer Studies), 78% from Apple Industries, Pune
8.) **(1988) -** B.Com, 69%, BMCC, (Deccan Education Society), University of Pune
9.) **NET –** Appeared December 2014
10.) **SET –** Appeared September 2015

Date of Birth **:** 6th May 1967

Total experience = 17.5
Academic / Administrative experience- 15 years

✓	Symbiosis (SSLA)	-3 years	2013- as Teaching Associate
✓	MCE Society	-2.5 years	2010– as Director, Campus E-Governance
✓	AISSMS	-6 years	2003– as Head- Computer Department
✓	CMC	-1.5 years	1998– as Lecturer & Course Coordinator
✓	Aptech	-3 years	1996– as Lecturer & Course Coordinator

Industrial experience – 2.5 years

✓	Paramount	-1 year	1990– as Programmer
✓	Matrix	-1.5 years	2001– as Proprietor of Computer Training Institute

Current Address : Pune

Work Experience Details:

A) Symbiosis School for Liberal Arts (SSLA)

June 2013 till date

<mark>Teaching Associate</mark>

Key responsibilities include

   I.   Taking lectures in Computer Fundamentals and Applications
  II.   Team member in NAAC
 III.   Senior Supervisor for External Examinations
 IV.   In-Charge of Inventory, Housekeeping, I-Cards

B) MCE SOCIETY, Azam Campus, Pune

May 2010 – December 2012:

<mark>Director</mark>, E-Governance, MCE Society, Azam Campus and
<mark>Placement Coordinator</mark>, Abeda Inamdar Senior College

Key responsibilities include

I -   **Director, E-Governance:** In charge of the E-Governance project of the Society, to handle the IT-connectivity and IT setup in the schools and colleges. The duties included:
Implementation of <mark>Campus ERP</mark>, paperless communication, <mark>smart class</mark> setup in two schools, setting up Digital Library, part of Core IT Committee for <mark>setting up of infrastructure and resources</mark>.

II -   **Placement Coordinator for Abeda Inamdar Senior College of Arts, Science and Commerce**

  1.)   To coordinate with Corporate Sector for campus level recruitment drives for the students, a record **66 students** placed in a year in campus recruitment drives
  2.)   Organized <mark>workshops</mark> to upgrade the students' soft skills, personality development, for study or work abroad – 6 workshops conducted in 2011-12.
  3.)   Organized <mark>Industrial visit</mark> to Infosys for BCA students in September 2012.

C) AISSMS – College of Hotel Management & Catering Technology, Shivajinagar, Pune

October 2003 – December 2009:
Lecturer, Systems Analyst, HOD (Computer Department) and QMR- ISO

Key responsibilities include

1.) **HOD** of the Computer Department
2.) **Academics** work: -
   a. Taken lectures between July-Dec every year for the First Year BSc and Second Year BHMCT students in the subject of Computer Fundamentals
   b. Conducted tests and assignments for Internal Unit assessment
   c. Worked as **Chairman,** Examination Committee, University of Pune for BHMCT, BSc-HS of the Computer Fundamentals subject between 2005 & 2010
   d. Coordinated the installation of **College Management Software** modules in various departments and integrate them as needed.
3.) Appointed as **QMR** for the ISO 9001:2000 standards in August 2008

D) MATRIX Computer Education, Pune

April 2000 – October 2001:
Proprietor of a Computer Training Institute
Key responsibilities include

1.) Conduct classes in Computer languages like 'C', 'C++', Foxpro 2.6, Java 1.0, Oracle 6.0, MS-Office 4.3, HTML, Tally, etc.
2.) Conduct special weekend classes for children in the age group of 4 to 14 in QBasic and 'C'.
3.) Conduct Home Tuitions for children and adults in the above.

Achievements:-
1.) Taught a spastic child how to type and work with computers, especially control over the mouse, in MS-Office and Windows
2.) Number of students who enrolled with Matrix was 100 within 18 months, which included engineering students from Colleges

E) CMC- Dhankawadi Centre, Pune.

April 1998 – January 2000:   Lecturer and Course Coordinator
Key responsibilities include

1.) Lecturer in Visual Basic 5, 'C' with Dos and Unix, Foxpro 2.6 for Windows and MS-Office 97.
2.) Lab-in-Charge, Student Counselor.

Achievements: -

Conducted Seminars in "E-Commerce" as a marketing endeavor in 1997 in various Colleges of Pune, including BMCC, Fergusson College, Modern College, Poona College, Garware College to an audience ranging from 40 to 400.

F) APTECH Computer Education, Pune

Summary of Work Experience at APTECH at various centers: -

1996-1997 : (**Swargate Center**) **:** Worked as **Lecturer** and **Course Coordinator**. Conducted lectures in DOS, Windows, multimedia, internet, MS Office, 'C', Systems Analysis & Designing, Networking Technologies and LAN. Trained in Oracle (OPO), SQL, C++. Conducted all duties to manage the courses.

1993-1994 : (**Dhankawadi Center**) **:** Conducted lectures as per Aptech curriculum, which included DOS, Wordstar, Lotus, dBase, Foxpro and 'C'. Took interviews, managed time-tables, etc.

1992- 1993 : (**HO- Deccan Center**) **:** Conducted lectures as per Aptech curriculum, which included DOS, Wordstar, Lotus, dBase, Foxpro and 'C'

G) PARAMOUNT Computer Services, Baroda

Summary of Work Experience: -
February 1990 – December 1990: Programmer

Key responsibilities include

1.)   Writing programs in COBOL and dBase on a Mini Computer- PDP-11.
2.)   Convert COBOL programs into dBase, in a menu driven system
3.)   Worked on systems like Asset Capitalization, Financial Accounting System, Work in Progress on a PDP-11 mini computer.

Achievements: -
1.)   Selected to liaison with clients for on-site trouble shooting and assigned a client as work profile.

Other Key Achievements: -

1.)   Competed at **National** level competitions in the Basket Ball team and represented Andhra Pradesh in 1982 and won the runners up trophy.
2.)   Represented Pune at the **District** Level in Basket Ball in 1983 and won the first prize.
3.)   Represented BMCC for singing in the Inter collegiate competitions in 1986 and won the first prize.
4.)   Participated and won the First prize in the Inter Collegiate Dance Competition in 1986.

Languages known: -

Language	Write	Read	Speak
English	Yes	Yes	Yes
Hindi	Yes	Yes	Yes
Marathi	No	Yes	Yes

Software Knowledge:-

- Well versed in 'C', MS-Office 2010, Visual Basic, COBOL, dBase, Foxpro, DOS, Windows XP, Vista
- Knowledge of SQL, Oracle, C++, Java, Networking
- Knowledge of Unix, Novell Netware

Reference:

Prof. Irfan Shaikh, Professor, Poona College, Camp, Pune.