

CURRICULUM VITAE

Surekha Chavan

Local Address : Yashraj Green Castle, H-103, Behind Gliding Center,
Beside Tukai Mata Mandir, Kalepadal, Hadapsar, Pune - 411028

Permanent Address : A/P –Keloli, Tal- Patan, Dist- Satara.
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Career Objective

To have an open and flexible attitude towards the organization and gain maximum exposure and experience.

Professional Experience

Organization : **Aptara Inc. PUNE.**

Designation : Process Analyst (Nov.2007-30 June 2010) on LMS and LAS tool (SumTotal tool)
Senior Process Analyst (01 July 2010 – Nov 2013) on LMS and LAS tool
Process Specialist (01 Dec 2013 – 28 Feb 2014) on LCMS tool
Project Coordinator (01 Mar 2014 – June 2019)
Assistant Project Manager (01st July 2019 – 15th Jan 2021)

Responsibilities :

Process Analyst / Senior Process Analyst -

- Creating class IDs in Learning Admin System (LAS)
- Updating Class information (class name, class date, location, field etc.) and class evidences (sign-in sheet etc.) in LAS
- Updating class roster for the class
- Creating sign-in sheets (blank) for the class and attaching it in particular course in LAS which can be used during the class
- Creating tags and tents (name cards) and attaching it in particular course in LAS which can be used during the class
- Calculating CPE (Continuing Professional Education) credits (based on the evidences like sign-in sheet etc.) and awarding credits to the participants and instructors as per the calculation (This is the most critical part we used to perform, as learners/instructors have to maintain some mandatory credits yearly)
- Issuing Certificate of Completion (Those who don't require CPE credits used to get a Certificate of Completion.).

Process Specialist -

- Working on LCMS (Learning Content Management System) 6.0
- Manage projects, courses, assets, templates on LCMS tool

Project Coordinator –

- Create reports / MIS requests
- Create Resource alignment for every month
- Track timesheets in Celoxis
- Communicate with IT-Systems and Transport(Admin) for IT and Transport Requests
- Update Revenue forecast for every month in RevSys Tool,
- Raise monthly invoice,
- Process NDA + Background Verification for new joiners
- Update tasks, timelines and resources on Monday.com for PwC project

Assistant Project Manager –

- Create schedule and plan for project
- Resource planning and calculate efforts
- Budgeting
- To coordinate with the team and execute the project along with project Manager

Professional Qualification

- MS-CIT With 79% 'A' Grade
- 6 Months Basic Computer Course With Internet

Academic Profile

- BSC (Mathematics) passed with First Class in 2006 from Yashavantrao Chavan Institute of Science, Satara (Shivaji University).
- HSC passed with First Class in 2003 from Yashavantrao Chavan Institute of Science, Satara.(Maharashtra State Board)
- SSC passed with distinction in 2001 from Bhimabai Ambedkar Kanya Vidya Mandir , Satara.

Achievement:

- Received excellent CSI from the client
- Got Offshore 3.0
- Got R&R for 6 times in a year.

Languages known:

- English
 - Hindi
 - Marathi
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Personal Details:

Name : Surekha Vijay Chavan
Marital Status : Married
Nationality : Indian
Religion : Hindu
Hobbies & Interest : Watching Movies

Declaration: I hereby declare that all the information provided above is complete and true to the best of my knowledge.

Thanking You,
[Surekha Chavan]