

SHILPA SURULKAR

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Mulund, Mumbai

Objective

TO SECURE A CHALLENGING POSITION WHERE I CAN EFFECTIVELY CONTRIBUTE MY SKILLS AS SOFTWARE PROFESSIONAL, POSSESSING COMPETENT TECHNICAL SKILLS.

Work Experience

Total 13+

DR. B.M.N COLLEGE, MUMBAI ASSISTANT PROF.

MAR 2012 - PRESENT

- ASSISTANT PROFESSOR IN DEPARTMENT OF COMPUTER APPLICATIONS
- PROVIDE TRAINING ON TECHNICAL SUBJECTS (PROGRAMMING, DATABASE, OPERATING SYSTEMS)
- PROJECT GUIDE.
- CONDUCT TRAINING FOR THE SUBJECTS LIKE PYTHON, PHP, DATABASE MANAGEMENT SYSTEM, UNIX OPERATING SYSTEM, HTML, CORE JAVA.
- UTILIZE APPROPRIATE EDUCATIONAL TECHNOLOGY TO ENGAGE STUDENTS AND ENHANCE LEARNING.
- DEVELOPED, ADMINSTRATED AND CORRECTED TESTS AND QUIZZES IN A TIMELY MANNER.
- DESIGNED STEP-BY-STEP LESSON PLANS.
- MONITOR STUDENTS' PROGRESS AND COORDINATE TASKS WITH THE TEAM FOR BETTER EFFICIENCY.
- GUIDE STUDENTS TO ANALYZE AND IMPROVE STUDY TECHNIQUES.
- MAINTAIN AND UPDATE RECORDS OF ASSESSMENTS, ATTENDANCE, PLANNING, SYLLABUS, AND REPORTS.
- ATTENDED FACULTY MEETINGS TO HELP DEVELOP ADDITIONAL PROGRAMS FOR STUDENTS RETENTION.
- RESPONSIBLE FOR PLACING AND MANAGING STUDENTS.
- NSS PROGRAM OFFICER AND IN-CHARGE OF RED RIBBON CLUB.

ACCENTURE, MUMBAI ASSOCIATE PROJECT - BARCLAYS

DEC 2009 - NOV 2010

- CONNECT WITH PROJECT LEADS FOR THE PROJECT EXPENSE DETAILS.
- TRACKING THE TIMESHEET SUBMISSION FOR ALL THE RESOURCES FROM THE PROJECTS IN THE NAVIGATOR TOOL.
- MAKE SURE THAT THE TASK IS ASSIGNED TO THE RESOURCE.
- TRACK ALL THE TASK INFORMATION, AND UPDATE THE TRACKER ACCORDINGLY.
- PREPARED PRESENTATIONS AND MANUALS FOR PROJECT MANAGER.

ASSOCIATE PROJECT - DW/BI CAPABILITY

- DESIGNED, RECORDED, AND EXECUTED MACROS TO AUTOMATE DATA ENTRY INPUTS.
- CREATE PIVOT TABLES AND MODIFY SPREADSHEETS TO ACHIEVE ANALYTICAL GOALS.
- COMPILE AND GENERATE SPREADSHEETS CAPTURING KEY DATA.
- CREATED REPORTS IN EXCEL THAT BECAME COMPANY STANDARD FOR RECORDING INFORMATION
- FORMATTED SPREADSHEETS AND WORKBOOKS FOR PRINT, DOCUMENT REPRODUCTION, AND PRESENTATIONS.
- IMPORTED AND EXPORTED DATA FROM TEXT FILES.

DR. B.M.N COLLEGE, MUMBAI

JUNE 2008 - DEC 2009

FACULTY

- PROVIDE TRAINING ON SOFTWARE ENGINEERING, STRUCTURED SYSTEM ANALYSIS AND DESIGN, COMPUTER ORGANIZATION, AND ARCHITECTURE.
- HELPED STUDENTS WITH BEHAVIORAL PROBLEMS TO MINGLE WITH OTHER STUDENTS AND SOLVE OTHER ISSUES AS A MENTOR
- MEMBER OF THE SPORTS AND ICT COMMITTEE.
- ATTENDED ICT SEMINAR.

PATNI COMPUTER SYSTEM, MUMBAI

JAN 2004 - OCT 2005

SOFTWARE ENGINEER

- TRAINING IN ORACLE APPLICATION
- WORKED IN THE PEOPLESFT ON METLIFE PROJECT
- MONITORING JOBS THAT WERE RUNNING IN THE ENVIRONMENT
- DEBUG THE JOB
- ESCALATING TO THE TEAM ON THE FAILURE OF THE JOBS
- FOLLOW INSTRUCTIONS TO FIX THE JOBS.

Education

- MCA - SNDT UNIVERSITY, MUMBAI AT 2004.
- BCOM - MUMBAI UNIVERSITY, MULUND COLLEGE OF COMMERCE, MUMBAI AT 1999.
- DIPLOMA IN COMPUTER MANAGEMENT, MULUND COLLEGE OF COMMERCE, MUMBAI AT 1998.

Skills

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| • OPERATING SYSTEM | UNIX, WINDOWS |
| • PROGRAMMING LANGUAGES | PYTHON, CORE AND ADVANCED JAVA, HTML, PHP |
| • DATABASE | SQL, PL/SQL |

Accomplishments

- IBM CERTIFIED DATABASE ASSOCIATE - DB2 UNIVERSAL DATABASE V9.1 FAMILY
- COURSERA CERTIFIED
 - USING A DATABASE WITH PYTHON BY THE UNIVERSITY OF MICHIGAN
 - INTRODUCTION TO DATA SCIENCE IN PYTHON BY THE UNIVERSITY OF MICHIGAN
- ONE YEAR COURSE IN NIIT.
- CERTIFICATION OF ORACLE ASSOCIATE FROM NIIT.