|  |  |
| --- | --- |
| **Curriculum Vitae of Ajay Rajguru** | **DOB:** 04-Feb-1983**Gender/Status:** Male/Married**Email:** ajayraj.83@gmail.com**Mobile:** 9594988077**Address:** Vakola Bridge, Santacruz |
| CombinedMSOS(rgb)_1358 | Microsoft Certified in 2013Cert.ID: 8926032 |

**Little about me….**

Professional with more than 8 Years of experience in Corporate IT Training and Consultancy.

**Professional Summary**

* Conducted training on MS Project, MS Access, MS Excel, MS PowerPoint, MS Word.
* Handled technical queries and issues of in-house Organizations Application.
* Training on Newer Technology through continuous learning and updation of skill.
* Development towards enhancement of in-house platform.
* Experience of consulted to client and trained on the following key subjects:-
	+ Crystal Report, Business Objects (Web Intelligence & Desktop intelligence), MS Access, MS-Project.
	+ PowerPoint, Word, Outlook, Lotus Notes, Primavera.
* Efficient Documentation Techniques, Process Diagrams, Flow Charts, Gathering Requirements.

**Technical Summary**

|  |  |  |
| --- | --- | --- |
| Technologies known | : | Crystal Report XI, MS Project 2013 |
| Tool/Apps used | : | MS Office (till 2013) |
| Database Technology | : | MS Access 2013 |
| Reporting Technology | : | Business Objects XI (Web Intelligence, Desktop Intelligence) |

**Academic & Professional Qualifications**

* Completed Graduation with Science stream in year 2003 from Aurangabad University with 73%.
* Diploma in Computer Application from Viewtech Computer Institute, Santacruz.
* Microsoft Office Certification in year 2013, (Microsoft Certification ID 8926032).

**Professional Experience**

**Currently:** *DSM Infocom Pvt Ltd as a BID Executive Since 24-May-2017 till date*

* Conducting Soft skill training for internal staff.
* Conducting training on MS Excel with advanced level, making effective presentation using MS PowerPoint tool and scheduling/planning tasks using MS Project tool.
* Bidding AMC tenders (Related to IT Infrastructure)
* Co-ordinating with internal Sales team to get outstanding pending amount from client.
* Reporting to Sales Head

**Previous:** *Working as a Freelancer*

* With Subjects Microsoft Excel (Basic + Advanced), MS Access, MS Project, MS PowerPoint, MS Word.
* Assignments: Creating documentations based on client’s requirement.

**Previous:** *Angel Broking as a Sr. Manager – Business Support since 4-Sep-2016 to 17-Mar-2017.*

* Working on advanced quantitative models for Equity Markets & Mutual Funds.

**Previous:** *Cyril Amarchand Mangaldas as an Application Developer – IT from May 2015 to Aug 2016.*

* Analyzing existing organization Process, Software & Applications.
* Addressing queries of employees on Application & Reporting.
* Conducting Induction trainings on internal software.
* Conducting Trainings on MS Excel, MS PowerPoint, Outlook & Word
* Creating documentation for team to handle technical requires on projects.

**Previous:** *Aegis Logistics Limited as an Officer Training-IT from Jun 2014 to Apr 2015.*

* Conducting trainings on MS Project, MS Excel, MS PowerPoint, MS Outlook & MS Word
* Addressing queries of employees on database & Reporting
* Created documentation for team to handle technical requires on MS Excel, MS Word & MS PowerPoint tool.

**Previous:** *Pragati Software Pvt. Ltd as Sr. Executive Corporate Trainer from Dec 2008 to May 2014.*

* Conducting trainings on MS Access, MS Project, MS Office (Excel, Word, PowerPoint & Outlook), Crystal Report, Business Objects (Web & Desktop Intelligence) – end user level.
* Preparing appropriate solution on MS Access, Excel, Project, and Crystal Report.
* Implementations and trainings.
* Creating documentation and course outline of above mentioned subjects.

**Previous**: *CBT InfoTech as Jr. Executive Corporate Trainer from Apr2006 to Nov2008.*

* Gathering information to create course contents and documentations
* Proving solutions to employee on Basic Excel and MS office related apps.
* Conducting trainings.

**Previous:** *Globenet computer Institute as a Trainer since Jan 2006 till Apr 2006.*

* Trainings sessions for student on MS office and internet.

**List of clients across India and overseas consulted, trained and implemented solutions.**

|  |  |  |
| --- | --- | --- |
| **Finance** | **Manufacturing** | **Pharmaceuticals** |
| * JP Morgan
* Crisil Ltd
* JM Financial Services
* Reliance Capital
* Deutsech Bank
* Edelwiss Securities Limited
* SBI Fund Management
* TCS e-Server Ltd
* Tata Capital
* JM Baxi
* Reliance Consumer Finance
 | * Cadbury India Ltd.
* Marico
* ACC Ltd.
* Tata Motors
* Mahindra & Mahindra Ltd.
* Heinz India Pvt. Ltd
* IOT Infrastructure and Energy Services Ltd.
* Wakhard Ltd
* Oerlikon Textile
* L&T
* Johnson & Johnson
 | * Abbott India
* Elder Pharmaceuticals Ltd
* Serdia
* Pan India Food Solution
* Aventis Pharma
 |
| **Bank** | **Insurance** | **IT** |
| * ABM Amro
* Deutsche
* Societe General
* Barclays Finance
* Bank of Tokyo-Mitsubishi
* HSBC
 | * ICICI Prudential Life Insurance
* HDFC Life Insurance
* India First Life Insurance
 | * Tata Communications
* Systime Computer System
* Technimont
* World IT Consulting
* Creative IT India
 |