

RESUME

PERSONAL PROFILE

NAME	PRADEEP LAXMANRAO POHNERKAR
MOB No	9421213877
EMAIL ID	pohnerkarpradeep@gmail.com
DATE OF BIRTH	16 August 1966
DESIGNATION	Stenographer (Marathi)



EDUCATION QUALIFICATION

DEGREE/ EXAMINATION	FIELD OF STUDY	UNIVERSITY/ BOARD	YEAR OF PASSING	MARKS OBTAINED (%)
Bachelor of Arts	ARTS	UNIVERSITY		%

OTHER QUALIFICATION DETAILS

- MS-CIT Passed.
- Marathi shorthand - 120wpm
- Marathi typing - 40 wpm
- English typing - 40 wpm

EXPERIENCE/ EMPLOYMENT RECORD

S.N.	Organization / Institute	Designation	Working Period
01.	General Administration Dept., Mantralaya, Maharashtra State.	Stenographer	
02.	Dy. Director (Information), Konkan Divison, Mumbai	Stenographer	
03.	DTE, D-12/4, Mumbai	Stenographer	
04.	Government Polytechnic, Ahmednagar	Stenographer	
05.	Government Polytechnic, Dhule	Stenographer	
06.	Government Polytechnic, Nashik	Stenographer	
07.	Government Polytechnic, Jalna	Stenographer	
08.	Govt. Collage Of Engineering Jalgaon	Stenographer	07/06/2017 To Till Date

TRAININGS ATTENDED

- Training programme "Enhance skills for System Development" at G.P. Pune, 2009
- Training programme for PA's (Computerised Office Administration) at YASHADA, Pune, 2010
- UJALNI PRASHIKSHAN at MPVDA, Paithan, 2017