

# CURRICULUM VITAE

## CONTACT INFORMATION

---

Name: Dhanashri Sudam Gund

Address: Alandi Dev. Khed, Pune, MH, India 412 105

Email id: [dhanugund577@gmail.com](mailto:dhanugund577@gmail.com)

Mobile No.: +91 8177900932

## PERSONAL PROFILE

---

I hold a bachelor's degree in IT Engineering from Pune University and completed my polytechnic studies in IT at AISSMS College, Pune. My expertise includes proficiency in various operating systems, digital platforms, and MS Office applications. Known for my problem-solving skills and proactive approach, I am adept at leading projects and collaborating with cross-functional teams to achieve organizational goals. I am seeking opportunities to leverage my technical skills and experience to drive innovation and efficiency in a dynamic environment.

## KEY SKILLS

- **Adaptability:** I'm a quick learner, capable of adapting to new work cultures and rhythms, seamlessly integrating into the team dynamics.
- **Content Writing:** I have experience writing content for various websites as a freelancer, where I conducted research on their businesses to create relevant web content. This has honed my skills in keyword research and optimization.
- **Planning and Organization:** In my previous role, I organized meetings for team members to discuss upcoming projects and managed the schedule for completing assignments.
- **IT Skills:** Proficient in MS Office and well-versed in digital platforms, with a solid understanding of operating systems from Windows 2000 and later.
- **Work ethic:** I have a sense of responsibility, integrity, honesty, reliability, so can cite a situation where I showcase a strong work ethic.

## PROFESSIONAL EXPERIENCE

---

### **Lectureship, Pune | D. Y. Patil college of Arts, Commerce, & Science | March 2020- September 2023**

- I founded VS Studios and have been lecturing at the college under a three year MoU to teach writing courses as part of the university's value-added curriculum. I also conduct workshops for art and BSc students in Pimpri, and for art students at the Tathawade branch.
- Additionally, I have delivered lectures on writing for BSc Animation students on an hourly basis for one semester at the same college.
- I have written several articles during this period. One of my articles was published on the UKFrame website, focusing on the Assamese movie "Village Rockstars".

### **Gallagher Service Center LLP, Pune | Process Associate | November 2017- July 2018**

- I gained experience working under the guidance of a team manager, coordinating events for clients.
- My responsibilities included writing insurance forms for PEN America and performing copywriting tasks after receiving content from the quality team.

### **Salesify Inc., Pune | Research Analyst | December 2016- March 2017**

- While with the organization, I learned Online Marketing of the products and assisted clients in matching their requirements with company products.
- I also gained advanced skills in using LinkedIn to contact clients.

## EDUCATIONAL QUALIFICATION

---

- **Bachelors of Engineering (IT) | First Class | AISSMS's IOIT College, Savitribai Phule Pune University | 2012-2015**
  - I learned Software, Computer Languages, Hardware, and Networking.
- **Diploma in IT | First Class | AISSMS Polytechnic College, Pune | 2009-2012**
  - I got the knowledge of IT skills with computer languages.