**Resume**

**Havele Pratima Ramesh**

* **Contact Information** : Flat No. 103, 1st Floor, Suryaganga Coop. Hsg. Society, Vadgaon – Dhayari, Pune 411041 **Mobile:** 9552091725, 8857921258 **Date of Birth:**   
  16-12-1978 **Languages Known:** English, Marathi, Hindi
* **Professional Summary** A dedicated and skilled Computer Operator with over a decade of experience in handling various office and desktop publishing software. Adept at managing multiple tasks under pressure, delivering precise and high-quality work. Possesses exceptional typing speed and proficiency in MS Office and Adobe software.
* **Academic Qualification**

| **Qualification** | **Institute/College** | **Year** | **Percentage/**  **Grade** |
| --- | --- | --- | --- |
| B.A. (Bachelor of Arts) | S. P. College, Pune | 1999 | 72.0 |
| MS’Office | Datalink Systems Services | 1997 | 76.25 |
| DTP (Pagemaker, Corel draw & Photoshop) | Systems Computers | 2003 | A+ |
| Advanced DTP (Corel draw & Photoshop) | Zen Computers | 2006 | Pass |
| Typing - English (50 w.p.m.),  Marathi (50 w.p.m. Shrilipi) | Parijat Typewriting Institute | 1999 | 'B' grade |
| Knowledge of Adobe Indesign |  |  |  |

* **Work Experience**
* **Computer Operator** (Advocate Anil V. Anturkar, High Court) *Pune | 2013 - Present* Responsibilities: Handling MS Word tasks, preparing documents for court, and ensuring accuracy and timely submission.
* **DTP Operator** (Amogh Arts) *Pune | 2008 - 2013* Responsibilities: Designing and editing various DTP projects, ensuring quality and client satisfaction.
* **Freelance Typist** (Vimal Graphics) *Pune | 2006 - 2008* Responsibilities: Typing various documents from home, maintaining accuracy and speed.
* **Computer Operator** (Icon Services) *Pune | 2005 - 2006* Responsibilities: OCR conversion work, data entry, and maintaining database accuracy.
* **Typist** (Dr. Soman’s Clinic) *Pune | 2003 - 2005* Responsibilities: Typing medical reports and maintaining patient records. Assisted with administrative tasks.

My extensive experience in computer operations and desktop publishing, combined with my typing proficiency in multiple languages, makes me a valuable asset in any professional setting. I am committed to delivering exceptional results and am always eager to take on new challenges and responsibilities to further my career.

* **Pratima Ramesh Havele**