Yogini Bagade

Microsoft® Office Specialist

Summary:

An IT and Soft Skills Trainer with 8 years of experience in Corporate trainings. Till date trained organizations in domains like IT, Pharma ,Manufaturing, KPO,BPO,Banking, Finance etc
Some of my key clients are Synechron,Corning,Kirloskar Pneumatics,HPCL and many more

Qualification:

- Masters in Computer Management

Key Training According to Technology

Microsoft Office 2010/2013/2016 (Word, Excel, PowerPoint, Outlook, SharePoint Workspace)

- Panchshil Reality, Gera Developers. Cybage , Zensar Pune
- Hexaware,Xpanxion,Sulzer Pune
- HotelLeela ,Apotex, Ate Mumbai
- HPCL ,IOCL Ahmedabad, Mumbai,Bhopal
- Submiller Aurangabad
- Havells at Nagpur, Indore & Raipur locations
- Balco at Korba
- Vedanta at Jharsugudha
- Reliance Communications, Reliance Industries Navi Mumbai
- New India Assurance ,Max Insurance Mumbai
- Essar, TCS Pune
  Kirloaskar Ebara , KirloskarBorthers Pune

Advance Excel 2007/2010/2013/2016

- Infosys , Emerson Climate,Hoerbiger, Pelf Infotech, Maersk, Kirloskar EbaraPune
- Bank ofAmerica,SBI,IDBI Mumbai
- LIC, Ultratech Mumbai

- Emphasis Pune
- Emerson Atit
- Bosch Nashik
- Hirco Powai & Panvel Locations
- HPCL in Mumbai, Bhopal
- Scheneider Electric Mumbai
- Leoni Cable Solutions Chakan
- Datamatics Nashik, Pune
- Harman International
- Michelin Tyre Pune
- Reliance Mutual Fund Mumbai
- Seed Infotech Pune for Open house
- Uninor Pune
- Thermax Pune, Atos Pune, Legasis Pune
- Corning India
- Symbiosis Pune
- Synechron Pune
- Posco Pune,Ahmedabad.

MS Access 2010/2013/2016
- Yazaki Pvt Ltd Pune
- Uninor Pune

Advance PowerPoint 2007/2010/2013/2016
- BharatiAxa Life Insurance,
- Bank Of America in Mumbai
- HPCL,ARAI in Pune
- Bosch Nashik
- Kirloskar Brothers
- Corning India
- Acceleya Kale Pune,Mumbai

Advance Excel with VBA
- Bank of America for one year since
- Simplilearn Banglore Excel VBA for a US Based Company
- Houghton Stuart Pune
- Saama Technologies, Pune
- Gallagher Pune
- Seed Open house workshop
- Dar Group

- Reliance Mutual Fund

Visiting Faculty For Information Technology & Business Intelligence
- Visiting faculty for ITT Program MS Word, Advance Excel, MS Access, Tally, Web, IT,SQL and CAAT for ICAI Pune from July'2008 to March 2013.
- Teaching IT to 12th Science and commerce Students.
- Teaching Advance Excel to MBA Students in MIT.
- Conducted IT Awareness program for PCMC at CDAC Pune from May13 to July'13
- Visiting faculty for MBA students at PIBM for Advance Excel 2010 and MSP 2010 since Sept'13 to Jan'15.
- Visiting faculty at MITSOM Pune for Excel, PowerPoint.
- Conducted session for SIMS for Excel statistical analysis and business analysis for PG students.
- Business Intelligence,Data Analysis and Dashboarding for Princeton Academy.

Microsoft Project 2007/2010/2013/2016
- Conducted MS Project Training at INS Hansa Naval Aviation Base Vasco Goa in March'10
- Conducted MS Project Training at MITCON Pune in November'10
- Conducted MS Project Training at Sulzer Pune in November'12
- Conducted training for Seed Infotech Pune on MSP 2013.
- Visiting Faculty for MSP 2010 for PIBM Pune.
- Conducted Training for MSP 2010 for KIIT Bhubaneshwar
- L & T Talegaon
- Conducted MSP 2013 for Tata Communications.

Soft Skills Training
- Training on Time Management, Problem Solving, Stress Management, Positive Thinking (Management Development Program) for New India Assurance, Mumbai
- Infosys for Behavioral Skills, Email etiquettes, Presentations skill, Strive for Excellence.
- Training Students on Confidence Building, Presentation Skills.

LibreOffice and Open office
- Conducted batches on Libre Office for couple of clients of Cdac in Pune

Content Development
- Content Development for MS office 2010 for CDAC Pune
- Content Development for Excel 2010 for Blink Consulting Online Portal

Online Trainings
- Business Reporting and Dashboard Creations
- Excel VBA

- Google Sheets
- Power Query
- PowerPoint

Certifications

- Microsoft Office Specialist Master 2010
- Certified By ICAI Delhi for Tally and CAAT
- Certified By ICAI Delhi By Faculty Development program
- Bench Mark Certifications for MS Word, Excel, Outlook, Powerpoint, Powerpivot

Currently Pursuing my NLP(Neuro Linguistic Programming)

Contact Details

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