

Kajal S. Shikhare
M.E. ELECTRONICS & TELECOMMUNICATION
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Present Address:
Vadgaon Hatkanangale
Road, Opposite to Silver Castle
Hotel Kolhapur-416109.

CAREER OBJECTIVE

Seeking a position to utilize my teaching experience along with hands-on IT industry exposure in ServiceNow development.

BASIC ACADEMIC CREDENTIALS

Qualification	Board / University	Year of passing	Percentage
M.E. Electronics & Telecommunication	Savitribai Phule Pune University	2021	8.6 cgpa
B.E. Electronics & Telecommunication	Savitribai Phule Pune University	2019	6.7 cgpa
Diploma Electronics & Telecommunication	M.S.B.T.E.	2016	75%
S.S.C.	Maharashtra State Board	2013	84%

EXPERIENCE

ServiceNow Training and Administrator | Jan 2024 – Dec 2024

- ❖ Administered user accounts, including creating, modifying accounts and added users in group & granted them roles as per requirement.
- ❖ Created and generated reports and dashboards.
- ❖ Configured and customized ServiceNow tables, created new tables and Managed table fields, like adding, modifying, and removing fields
- ❖ Managed ServiceNow forms, like designing form layouts, arranging fields, and configuring form sections.

ServiceNow Junior Developer | Jan 2025 – June 2025

- ❖ Development of service catalog which includes creating new catalog items, Created various variables and variable sets, designing flow.
- ❖ Created, and managed update sets to capture and migrate changes across ServiceNow instances
- ❖ Created import sets to bring data into ServiceNow from external sources and developed transform maps to define the mapping between import set data and target ServiceNow tables.
- ❖ Creating Business Rules, Client Scripts, and UI policies, UI Actions, Script Include.

Assistant Teacher

Adarsh Gurukul Academy & Jr. College Peth Vadgaon, Kolhapur | June 2022-April 2023

- ❖ Prepared lesson plans, teaching materials, presentations, and practical worksheets aligned with the syllabus.
- ❖ Conducted practical lab sessions covering programming basics, logic building, and computer fundamentals.
- ❖ Guided students in assignments, viva preparation, and board-oriented practical exams
- ❖ Provided doubt-solving support and one-to-one assistance for students requiring extra attention

TECHNICAL DETAILS

Technical Skills:

- ❖ ServiceNow **Certified System Administrator**
- ❖ ServiceNow (ITSM, Catalog, Server Side Scripting, Client Side Scripting)
- ❖ MS Office (PowerPoint, Word, Excel)
- ❖ Basics of **HTML**.
- ❖ Other Courses - **MS-CIT**.

Teaching Skills:

- ❖ Communication & Presentation Skills
- ❖ Classroom Management
- ❖ Lesson Planning

ACEDAMIC PROJECT DETAILS

Diploma Project

- ❖ Advance Biomedical Data Transfer From Patient to Doctor.

Mini Project

- ❖ Women Safety Device.

B.E. Project

- ❖ IOT Based Wearable Health Monitoring System For Pregnant Ladies.

EXRA CURRICULAR AVTIVITIES

- ❖ Participate in the Poster presentation competition.
- ❖ 1st prize in Paper presentation competition in college.
- ❖ Passed Gov. of Maharashtra Drawing Grade Examinations (Elementary).

INTER-PERSONAL SKILLS

- ❖ Positive thinker.
- ❖ Hard worker.
- ❖ Quick learner.

PERSONAL DETAILS

❖ Nationality	:	Indian
❖ Gender	:	Female
❖ Date of Birth	:	9 th June 1997
❖ Languages Known	:	Marathi, Hindi, English, learning German
❖ Marital Status	:	Married

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge. If given an opportunity I will try to give my best for my job.

Place: Kolhapur

Kajal S. Shikhare

Date: