

SAGAR ASHOKRAO PATIL



- At-Hanumantkhede Sim., Post- Utran, Tal. - Erandol, Dist.-Jalgaon-425104 (Maharashtra)

CARRIER OBJECTIVES

I am, self-motivated team player, see a quality environment where I can share and enrich my knowledge and skills. I hope to work in a progressive work culture where I can add value to the organization by unlocking my potentials to the fullest.

CONTACT

+91- 9766957007

sagarpatil1107@gmail.com

KEY SKILLS

- Leadership Qualities
- Management Skills
- Good Communication skills

SKILLS

- MSCIT
- Word
- Excel
- PowerPoint
- Windows 10
- Email

LANGUAGES

- English
- Hindi
- Marathi

PROFESSION SUMMARY

- 10+ yrs. experience in Administration, management, supervision, and monitoring in different industries such as manufacturing and school/college
- Well known experience for Food processing industry
- Good exposor to end to end production/manufacture life cycle
- Maintain up-to-date records for manufacture and administration process
- Adhering quality control process during manufacturing food items
- Good analytical skill with problem solving capabilities, sense of responsibility.

PROFESSIONAL EXPERIENCE

- Yashwantrao Chavan Shikshan Prasarak Mandal's Industrial Training Institute (ITI) (Jan 2018 – to date) as an Administration officer
- Nilons Enterprises Pvt. Ltd. Jalgaon(Maharashtra) (Sep 2009 – Dec 2017) – as a Production Officer

EDUCATION

- Bachelor of Science – Chemistry from North Maharashtra University
- MSCIT

DETAILED EXPERIENCE

1. **Yashwantrao Chavan Shikshan Prasarak Mandal's Industrial Training Institute (ITI) (Jan 2018 – to date) as an Administration officer**

Roles & Responsibility:

- Management, supervision, monitoring and maintenance of the entire College Estate/ Campus and all related non-academic areas of the college,
- Planning, development, coordination and direction of all activities related to several functional areas of facility services like Housekeeping, Maintenance, Security, Horticulture, Transport, Staff Accommodation, Asset management, etc.
- Supervision of multi-disciplinary teams of non-academic staff
- Management of budgets to increase cost-effectiveness
- Overseeing new building projects, renovations or refurbishments
- Coordination between internal and external departments to ensure smooth day to day operations.
- Spearhead College Marketing activities and Liaison with authorities for statutory compliances
- Report to Management on Management Information Systems and record all activities pertaining to general administration
- Management of Vendors and stores
- Assisting Management in carrying out various administrative duties
- Handling queries / grievances of students/parents
- Asset Management
- Transport Management
- Branding Activities
- Maintenance of college records
- Liaison with various Government / External Agencies, Organizations & Neighbouring Societies

2. **Nilons Enterprises Pvt. Ltd. Jalgoan(Maharashtra) (Sep 2009 – Dec 2017) – as a Production Officer**

Nilon's has a very wide range of quality food products including Pickles, Paste, Spices, Jam, Ketchup, Sauces, Chutney, Vermicelli, Papad & instance mix.

Brands:- Nilons, Reliance, RCM, MetroFineLife, Spar, ABRL, SriSri

Roles & Responsibility:

- Shift – In-charge of Production & Packing Department and Reporting to Production Head
- Managing the smooth functioning of Production by Directing Executive subordinates, supervisory personnel, workers engaged in manufacturing process, filling and packing.
- Arranging Raw Materials, in-processed Materials, Packaging Materials, Man-power, Machines, equipment's, utilities according to the production plan in advance and achieve the production target timely
- Ensure the quality of all ingredients and processing products by cross verifying the materials at receipt as well as while operations.
- Stock Management of entire RM, PM, Semi-finished and Finished goods at factory premises

Key responsibilities and accountabilities:

- Manage Daily Production schedule and ensure desired output every day.
- Insuring all production procedures are in place as per standards.
- Insuring product quality as per specifications.
- Insuring production as per given targets.
- Maintaining production records
- Daily briefing for staff and act as a link between the staff and the management.
- Weekly Reports(All production formats, Wastage and Yield reports).
- Attending daily MIS Meeting and highlighting the shop-floor issue to top management level to take corrective & preventive action on priority
- Providing proper GMP & GHP training to workers, identifying & cost saving initiatives&
- Implementing quality improvement themes for higher level of efficiency.
- Closely coordinate with Maintenance team to ensure and rectify the all machines and equipment's as to maintain them in good conditions.

Personal Particulars

- 📍 Address- At - Hanumantkhede Sim., Post - Utran, Tal. - Erandol, Dist.- Jalgaon (Maharashtra)
Pin - 425 104
- 📍 Marital Status : Married
- 📍 DOB : 12th Nov 1982
- 📍 Contact No. : +91-9766957007, +91-8208697211.
- 📍 E-mail : sagarpatil1107@gmail.com

Declaration:

I hereby declare that all the above information are true and correct to best of my knowledge.

Mr. Sagar Patil.