**CURRICULAM VITAE**

**Nilesh Dattatraya Sarmukadam**

Email Id: -nilesh7384@gmail.com

Cell No. : +919503856941

**Objective:**

**To build a successful career in an intellectually and stimulating Environment & I can use my skills, learn new trends and show my talent for the development of the organization.**

**Competencies:**

**Hardworking, Focused, Interested in learning new things.**

**Educational Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education** | **Year Of Passing** | **College / School** | **University / Board / Institute** | **Percentage** |
| B-COM | April - 2003 | K.V.Pendharkar College, Dombivali | Mumbai University | 53.85% |
| HSC | March - 2000 | K.V.Pendharkar College, Dombivali | Maharashtra Board | 59.1% |

**Extra Curricular Qualification :**

* Diploma In Computer Software, Hardwar**e,**  Networking & Electronics from

**M/s. Jetking Hardware & Networking Institute Pvt Ltd - Mumbai**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education** | **Year Of Passing** | **College / School / Institute** | **University / Board / Institute** | **Percentage** |
| Electronics & Software | May - 2003 | Jetking Institute | Mumbai  | 72.00% |
| Hardware & Networking | November - 2003 | Jetking Institute | Mumbai  | 60.80% |

**Work Experience:**

1. **Company Name :-**

**M/s. Global Gallarie Agencies Pvt Ltd**

**(Authorised Dealer Of Mahindra & Mahindra for Thane & Raigad Dist.)**

1. **Designation :- MAHINDRA DMS OPERATIONS MANAGER**
2. **Working Period : - 1st November 2003 to 15th June 2015**

**JOB PROFILE:**

* Having an experience to maintained stock inventory in a proper way…
* Having an experience to maintained finance & Accounts dept. of the industrial finance…..
* Having an experience to arranged the finance for the company to rotate the funds flow in a proper way….
* Having an experience to maintained all administrative records of the firm…….
* Having an experience of Purchase the goods from the Mfg. & Sales to the parties….
* Having an experience to maintained all kind of logistics works of the particulars….
* (Having good contacts with the big transporters in the logistics industry…)
* Having an experience to maintained R.T.O. related papers works of the particulars…
* ( Even having a good contacts with the Concerned RTO authorities)
* Having an experience to maintained Insurance related papers works of the particulars…( Even having a good contacts with the Insurance companies)
* Having an experience to operate the MIS related Software & ERP programs ( As per requirements)
* Having an experience to analysis the things of the company which required for improvement.

**Company Name :-**

1. **M/s. Kamal Motors Pvt.Ltd.**

**(Authorised Dealer Of Tata Motors Ltd. Mumbai Division)**

* **Designatio: - Sr. Administrative Executive**
* **Working Period : - 1st October 2015 to 10th January 2017**

**JOB PROFILE:**

* Having an experience to maintained stock inventory in a proper way…
* Having an experience to maintained finance & Accounts dept. of the industrial finance…..
* Having an experience to arranged the finance for the company to rotate the funds flow in a proper way….
* Having an experience to maintained all administrative records of the firm…….
* Having an experience of Purchase the goods from the Mfg. & Sales to the parties….
* Having an experience to maintained all kind of logistics works of the particulars….
* (Having good contacts with the big transporters in the logistics industry…)
* Having an experience to maintained R.T.O. related papers works of the particulars…
* ( Even having a good contacts with the Concerned RTO authorities)
* Having an experience to maintained Insurance related papers works of the particulars…( Even having a good contacts with the Insurance companies)
* Having an experience to operate the MIS related Software & ERP programs ( As per requirements)
* Having an experience to analysis the things of the company which required for improvement.

**Company Name :-**

1. **M/s. Modi Hyundai Pvt.Ltd.**

**(Authorised Dealer Of Hyundai Motors India Ltd. Mumbai Division)**

* **Designation :- Sr. Administrative Executive**
* **Working Period : - 1st February 2017 to 30th June 2017**

**JOB PROFILE:**

* Having an experience to maintained stock inventory in a proper way…
* Having an experience to maintained finance & Accounts dept. of the industrial finance…..
* Having an experience to arranged the finance for the company to rotate the funds flow in a proper way….
* Having an experience to maintained all administrative records of the firm…….
* Having an experience of Purchase the goods from the Mfg. & Sales to the parties….
* Having an experience to maintained all kind of logistics works of the particulars….
* (Having good contacts with the big transporters in the logistics industry…)
* Having an experience to maintained R.T.O. related papers works of the particulars…
* ( Even having a good contacts with the Concerned RTO authorities)
* Having an experience to maintained Insurance related papers works of the particulars…( Even having a good contacts with the Insurance companies)
* Having an experience to operate the MIS related Software & ERP programs ( As per requirements)
* Having an experience to analysis the things of the company which required for improvement.

**Company Name :-**

1. **M/s. Karrm Infrastructure Private Limited - Mumbai**
* **Designation :- Asst. Manager**
* **Working Period : - 26th June 2018 to Till Date….**

**Strength:**

* Good & Moral Communication Skill.
* Good analytical and problem solving approach.
* Ability to work individually as well as collaboratively with team environment.
* Self-Motivated and positive attitude towards the job profile
* Adaptability in almost any environment.
* Can perform better in teamwork.
* Always ready to work in the any kind of environment & anywhere in India.
* Typing Speed of 60 w.p.m. in English.

**Personal Information:**

**Name : Nilesh Dattatraya Sarmukadam.**

**Father Name :** Dattatraya V. Sarmukadam.

**Contact Address :** Flat No. 301, New Sai Tirth CHS. Chaitanya Sankul,

Katrap High-Way Road, Badlapur (East).

**Date Of Birth :** 07thMarch 1986

**Gender :** Male.

**Nationality :** Indian.

**Marital Status :** Single.

**Languages Known :** Marathi, Hindi, English, and Gujarati.

**Hobbies :** Reading Books & Listening Songs.

**Declaration:**

I here by declare that information given above is true to the best of my knowledge.

Any deviation from given information can cancel my candidature.

**Date: 14TH April-2020**

**Place : Badlapur**

**(Nilesh D. Sarmukdam)**