**Mayur PAWAR**

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# Objective

Highly managerial skills want to implement for organizational growth and it should also provide me financial stability. I consider my technical, analytical skills and ability to work hard as my major assets. I seek a position in this domain, where can make best use of skills for personal and organizational growth.

# Personal Qualities

* An enthusiastic person who performs all office tasks to the highest standard and within given timescales.
* Excellent communication skills in written and verbal both.
* Good telephone manner and client interface skills.

# Experience

**dtp operator and Admin assistant, thakur institue of management studies career development and research, kandivali** May ’02 2016 – Present

* Designing work such as Banners, Logo making, Brochure work done in software such as Corel DRAW.
* ICAIM Conference proceedings and Doctor Booklet work done in software such as ADOBE Indesign.
* HTML Coding done for different types of Mobile App and other Projects.
* Designing work done for different types of Mobile App and other Projects.
* Different types of Presentation Videos created in PREZI Software.
* Events organised and Videos created in FOCUSKY Software.
* Work done related to ISTQB Software Testing Subject.
* Translation of different files in dual language Hindi and Marathi.
* Work done related to different files and projects in Word, Excel and PowerPoint.
* Mumbai University Examination work and Duties handled.
* Accounting work done with the support of Senior Accountant.
* Work done related to Administrative Department.
* Working as a Assistant, Maintaining all files related to Training Placement Cell and students recruitment from the companies.

**office ASsistant , japesh consultancy, andheri** May ’02 2013 – October ’30 2015

* A detail oriented and highly skilled in managing the things possesses rich experience of more than 2 years as Office Assistant.
* Proficient in managing the documents.
* Expert in priortising the work.
* Excellence in providing comprehensive secretarial and administrative support to colleagues.
* Proficient in executing the programs using the limited resources.
* Expert in assisting the seniors and manage the routine daily organization life.
* Handle all the other responsibilities related to the job.

# Project Summary

* Android application created with Coding and Designing for **HUMAN MILK BANK (SNEH AMRIT KAKSH APP), LOKMANYA TILAK MUNCIPAL GENERAL HOSPITAL**.
* HTML Coding, Designing and Translation in dual language Hindi and Marathi work done for **BEAT DIABETES APP, LOKMANYA TILAK MUNCIPAL GENERAL HOSPITAL**.
* HTML Coding and Designing work done for **DENTAL APP, MGM DENTAL COLLEGE AND HOSPITAL**.
* HTML Coding, Designing and Translation in dual language Hindi and Marathi work done for **MONSOON RELATED DISEASES APP, MUNICIPAL CORPORATION OF GREATER MUMBAI.**

# Software Knowledge

* Android STUDIO .
* Corel DRAW .
* ADOBE Photoshop.
* ADOBE Indesign.
* PREZI Software.
* FOCUSKY Software.
* Filmora Wondershare Software.

# Education

pune university - pune **2012**

B.C.A (Bachelor in Computer Application) Higher Second Class Passed with 56%.

ATHARVA COLLEGE OF MANAGEMENT AND TECHNOLOGY – KANDIVALI **2008**

MAGC (Multimedia Animation Graphic Course)

Maharashtra board **2006**

H.S.C Second Class Passed with 51%.

maharashtra board **2004**

S.S.C First Class Passed with 60%.

# Skills

* Good coordinator.
* Team work.
* Sound knowledge of computer.
* Good command over handling the documents.
* Can manage multiple tasks

# Technical Skills

operating system

Windows.

Languages

HTML (Hypertext Markup Language).

tools

MS OFFICE (Word, Excel, PowerPoint)

# Personal Details

date of birth 26th April, 1988

gender Male

Martial status Married

nationality Indian

Interest Reading, Developing Public Relations.

lanuages known English, Hindi and Marathi.

# Date

# Place : Mumbai

SIGNATURE

**MAYUR H PAWAR**