

## CURRICULUM VITAE



### **MR. DIPAK BHAGWAN BANDKAR.**

ADD :- ROOM NO:-104 B WING , SHRUSHTI GARDEN,  
SIDDHIVINAYAK GATE DIVA (E).  
THANE -400612  
MOB. 9137928572

### **OBJECTIVES**

- To contribute in the company's growth and goals using my knowledge and skills.
- Seeking for a challenging position in a progressive organization that offers opportunities for growth, this can give me orientation towards a dynamic career leading to professional and personal development.
- Upgrading self-knowledge as per the requirements
- Effective and efficient team member.
- Highly energetic, self-motivated, pro-active.
- Believing in the Achievements of goal planned.

### **ACADEMIC EDUCATION**

- Passed S.S.C with 60 % from Kolhapur Board in 2004
- Passed H.S.C with 50% from Kolhapur Board in 2006

### **COMPUTER SKILLS**

- Microsoft XP applications (Word, Excel, Office, PowerPoint, Outlook, Access)  
(MSCIT)

## EXPERIENCE SUMMERY

### ➤ **Securitas India Pvt. Ltd.**

**Designation** :- As a Cash Officer (4 years)

#### **Job Responsibilities:-**

- 1) Daily ATM Cash Loading.
- 2) Daily EOD Report Submitted To Office.
- 3) ATM Machine Break Down Call Attend To 2hrs.

### ➤ **Emrfm Engg. And Manpower Pvt. Ltd.**

**Designation** :- Admin Asst.(2years)

#### **Job Responsibilities:-**

- 1) All Office Work.
- 2) All Banking Work (Deposit ,Withdrawl ,DD).
- 3) Handling Housekeeping Person.
- 4) Handling Candidate For Interview.
- 5) Gulf Country Gest Stay Hotel Booking.

### ➤ **Mahavir Sys Power Pvt Ltd. From 10<sup>th</sup> Jan 2014 to 30<sup>th</sup> Aug2018**

**Designation:- Stock Incharge, Service Coordinator, Admin Asst.**

#### **Job Responsibilities:-**

- 1) Handling the Entire Stock & stock sheet of MSPL Branches.
- 2) Handling the Logistic of Mahape Branch.
- 3) Handling the valuable customer From PO to Payment i.e. BEL & Fortis.
- 4) Handling the Pan India customer i.e. Shriram / PNB / DHFL & Henkel.
- 5) Purchase the material on Good Prices for Selling.
- 6) Looking on outstanding payment of customer & arrange to collect.
- 7) Handling Petty Cash.
- 8) If any doubt then cross checking the vouchers of Employees.
- 9) Looking on negative billing of Mahape Branch.
- 10) Handling & solve the AMC customer issue and provide service to customer.
- 11) Handling & solving the local customer requirement on top priority for 'C -Sat
- 12) Handling the Branch Requirement.

- 13) Handling the any other work of all Branches as per requirement.
- 14) Handling the whole rental project i.e. – Endemol & Aptech.
- 15) Handling the any other work in absence of other employees.
- 16) Looking on sales transaction & take action if any problem.
- 17) Handling the Branch employees & solving the internal disputes for smoothly
- 18) Handling the Buyback of Mahape.
- 19) Any other work given by Management.

**Currently Working with Iris Computers Ltd. From 04<sup>th</sup> Sep 2018 to Till Date**

**Designation:- Warehouse Executive, Service Coordinator,**

#### **PERSONAL DETAILS**

Date of birth : 02-03-1987  
Marital status : Married  
Gender : male.  
Nationality : Indian.  
Languages : Marathi, Hindi, English.  
Email ID : dipakbandkar211@gmail.com  
Hobbies : Reading, Watching Movies, Music, Sports.

#### **PASSPORT DETAILS**

Passport No : M 2562094  
Place Of Issue : Thane  
Date Of Issue : 07/10/2014  
Date Of Expiry : 06/10/2024

#### **DECLARATION**

**I hereby declare that the information furnished above is true to the best of my knowledge.**

**DATE :**

**PLACE: DIVA**

**(MR. DIPAK BHAGWAN BANDKAR.)**

