

## Resume

**Tushar Digambar Desale**

At Post- New Khadki

District Pune 411003

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### **CAREER OBJECTIVE**

To Be In Responsible Position Where I Can Noticeably Contribute To An Organization Growth And Success. I Am Confident That My Knowledge, Skills Could Make Great Contribution To Your Organization. To Work In Challenging Projects For An Organization Diligently, Where I Can Put Forward The Best In Me That Would Help Me Aggrandize My Knowledge.

<b>Permanent-Address</b>	New Khadki Pune-411003
<b>Date Of Birth</b>	27/02/1990
<b>Gender</b>	Male
<b>Marital Status</b>	Married
<b>Languages Known</b>	Hindi, Marathi .English
<b>Hobbies</b>	Cricket .Traveling. Movies

### **WORK EXPERIENCE**

- **Worked With B.E.G Center Army Camp Khadki Pune As A Admin Clerk {2010 To 2015} 5 Years**
- **Working With Vega Innovations & Techno-Consultants As A Admin Officer {2018 To Till} 2years**

Total Experience – 7 Years

Last Ctc-3.5 Lac

Expected Ctc- 4.5lac

### **Roles and Responsibilities**

- Develop Erp Training For New Employees
- Monitoring And Maintaining Office Equipment And Inventory
- Coordinating Building And Maintenance Issues
- House Keeping Supervision
- New Employees Welcome Kit