# SAMEER H. GAIKWAD CurriculumVitae

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**CAREER OBJECTIVE:**

To pursue a career in the field of**, ADMINISTRATIVE.** According to me career progress is depend hard work, dedication, planning, exposure to different situation and have a courage to overcome the problems in a smart way by means of smart thinking are some of the points. Analyzing our low potential and give support to develop it. I think when this point can implement in a proper way in our life than I assure you that we will definitely get success. (Success= strategy +discipline+ Hard work). By this way I will achieve my career progress.

# Period: 20.01.2020 to till

**Sr. Executive in ADMINISTRATION-HR working at RODESSA HOLDINGS PVT LTD.**

**JOB ROLE & RESPONSIBILITIES:**

* Management of Vendors - Coordination & negotiations with Vendors, Process bills of various vendors/ contractors.
* Track movements of Assets, People and Material and maintain records such as Gate Pass, etc.
* Procurement of stationary items, including books, periodicals, publications, etc.
* Maintenance of Directors Vehicles.
* Maintain and Manage MTNL EPABX & Internal extensions.
* Repairs & Maintenance of office equipment and facilities, including plumbing, carpentry, electrical, etc.
* Track and manage availability of stationery items by maintaining stock records, including receipts, issues, etc.
* To ensure upkeep and cleanliness of the office premises, including decor, furniture, company assets, personal facilities, etc.
* Ensure all servicing related issues are resolved.
* Managing Office boys & process for their monthly payment.
* Support Departments for outdoor related activities and errands, such as printing and photocopying, etc.
* Administrative arrangements for internal meetings.
* Manage Dispatch & Post/Courier.
* Managing Housekeeping staff and purchases.
* Maintain Facilities such as Cafeteria Machine/s, Water cooler etc.
* Track and Maintain records of keys of drawers, cupboards, storage areas, etc.
* Ensure availability of Water, Tea-Coffee Premix, etc.
* Space planning for new employees.
* Facilitate various companies event - Internal & External.
* Look after Compliances like Shop & Establishment etc.
* Facilitate new comers joining formalities - Setting Location, Opening of Bank Account, Issuing of ID/ Access card, ensure set of stationery handed over.
* Ensure maintenance of Safety & Security Accessories relating to premises.
* Ensure maintenance of Fire alarm system & Smoke detectors.
* Keep Up looks on CCTV Cameras Factory.
* Manage Security Staff & their shift.
* Repairs and maintenance of assets such as Air conditioner, printer, land building, furniture, security system, CCTV, EPBX system.
* Insurance of fire safety policy for office, General Insurance Car Insurance for directors.
* Mediclaim for office staff, there claim settlement, addition-deduction of members in group mediclaim.
* Annual maintenance renewal.
* Organizing event at Dasara, Diwali, Christmas festival season, also arranging dinner party, celebrating birthday of staff, arranging snacks and food at time of event.
* Subletting of MIDC Lease plot
* Tripartite agreement with Bank ,MIDC and Company for Mortgage consent.
* Joining formalities for new employee.
* Attendance calculation for employee for salary, CL PL working.

# Period: 01.9.2018 to 19.01.2020

**Sr. Executive in ADMINISTRATION working at INTEGRATED SPACES LTD.**

**JOB ROLE & RESPONSIBILITIES:**

* Management of Vendors - Coordination & negotiations with Vendors, Process bills of various vendors/ contractors.
* Track movements of Assets, People and Material and maintain records such as Gate Pass, etc.
* Procurement of stationary items, including books, periodicals, publications, etc.
* Maintenance of Directors Vehicles.
* Maintain and Manage MTNL EPABX & Internal extensions.
* Repairs & Maintenance of office equipment and facilities, including plumbing, carpentry, electrical, etc.
* Track and manage availability of stationery items by maintaining stock records, including receipts, issues, etc.
* To ensure upkeep and cleanliness of the office premises, including decor, furniture, company assets, personal facilities, etc.
* Ensure all servicing related issues are resolved.
* Managing Office boys & process for their monthly payment.
* Support Departments for outdoor related activities and errands, such as printing and photocopying, etc.
* Administrative arrangements for internal meetings.
* Manage Dispatch & Post/Courier.
* Managing Housekeeping staff and purchases.
* Maintain Facilities such as Cafeteria Machine/s, Water cooler etc.
* Track and Maintain records of keys of drawers, cupboards, storage areas, etc.
* Ensure availability of Water, Tea-Coffee Premix, etc.
* Space planning for new employees.
* Facilitate various companies event - Internal & External.
* Look after Compliances like Shop & Establishment etc.
* Facilitate new comers joining formalities - Setting Location, Opening of Bank Account, Issuing of ID/ Access card, ensure set of stationery handed over.
* Ensure maintenance of Safety & Security Accessories relating to premises.
* Ensure maintenance of Access Doors, Fire alarm system & Smoke detectors.
* Keep Up look on CCTV Cameras office & site.
* Enabling better safety practices at site.
* Manage Security Staff & their shift.
* Repairs and maintenance of assets such as Air conditioner, printer, land building, furniture, security system, access door, CCTV, EPBX system.
* Insurance of work man and fire safety policy for site, travel insurance for directors.
* Mediclaim for office staff, there claim settlement, addition-deduction of members in group mediclaim.
* Annual maintenance renewal.
* Petty cash handling for small expenses in daily routine.
* Organizing event at Dasara, Diwali, Christmas festival season, also arranging dinner party, celebrating birthday of staff, arranging snacks and food at time of event.

# Period: 27.07.2013 to 30.08.2018

**Sr.Executive in ADMIN & PURCHASE & STORE-LOGISTICS: working at PRISTINE AEROSOLS PVT LTD**

**JOB ROLE & RESPONSIBILITIES:**

***About Administrative Activities***

* Administrative work in legal work (Licenses renewal), Must do back office work and HR (salary and new joining) & Admin job.
* Management representative for ISO audit.
* All administrative work related to production, purchase maintenances.
* Supervising daily production also machine maintenance.

***About Logistic Activities***

* Checking and maintaining of all incoming and outgoing goods/Raw Materials/finished goods etc.
* Reconciliation of stocks.
* Maintain inventory control as per minimum and maximum level and report accordingly.
* Monthly verification of stocks.
* Monthly analysis for Non-moving goods and report accordingly.
* Dispatch arrangement.
* Follow up for all local consumable requirement.
* Submit daily report of incoming, consumed and rejected goods.
* Follow up with production for manpower requirement.
* Overlook safety and housekeeping of the plan

***About Purchase Activities***

* Purchas Order creation(SAP)
* Quotation comparison &analysis.
* Issue Purchase Orders/Work Orders and track them to ensure timely delivery of goods. Coordinate work execution including resources & timeschedule.
* To plan, source and new parts, suppliers or sub-contractors when the needarises.
* Maintain complete updated purchasing records/data and pricing in thesystem.
* Prepare reports and summarize data including sales report and bookvalue.
* Execution (and monitoring) of all regular purchasingduties.
* To monitor continually raw material pricemovement.
* Handle and monitor claims to factories and vendors for defectives, shortage, missingparts.
* To be sourcing overseas vendor. (Import Material)
* Inventorycontroller.Daly DispatchingGoods.

# Period: 01.01.2012 to 30.12.2012

**Sales coordinator atSundaram E-Class Pvt. Ltd.**

# Period: 27.11.2010 to 25.6.2011

**Store keeper working at Mukund Company Pvt. Ltd.**

**STRENGTHS**

* My short term goal is to get a platform to exhibit my skills and gain knowledge that leads to improve myskills.
* Strengths - Self motivate and self-disciplined person, dedicated towards my works. Am a quick learner and listener. I don't have ego to learn thing even from youngeronce

**EDUCATIONAL QUALIFICATION**

* Graduation in Commerce B.com from Mumbai University in March 2010 with 45 %
* Completed H.S.C (12th) from Maharashtra Board in March 2007 with59.60%
* Completed S.S.C (10th) from Maharashtra Board in March 2005 with70.69 %

**PERSONAL VITAE**

Date of birth : 28th May, 1989

Gender :Male.

Nationality : Indian.

Marital Status : Married

Languages known :English, Hindi, & Marathi

Current C.T.C. : 3,20,000Lacs-P. A.

**DECLARATION:**

I hereby declare that the all above information given by me is true and correct to the best of my knowledge.

Date: Thanks & Regards,

Sameer Gaikwad

Place: