

## CURRICULUM VITAE

**Full Name** : Mahendra Anmohan Hajare  
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• **CAREER OBJECTIVE**

Goal oriented efficient candidate and a team member who wish to grow with a progressive organization that incorporates varied spectrums of work & diversity, this endows consistency, competency & expertise in professional as well as social spheres, enabling collective excellence and technical growth, personal fulfillment with welcome attitude for new ideas and concepts along with the experience. A wide experience of office as well as field work in logistics and transport industry makes the suitable efficiency in organized as well as unorganized sectors.

(A) **Work Experience:**

1. **Organization** :- Shri Sai Krupa Teacher Society

**Role** : - Computer Operator

**Work From** :- Dec 2014 To Feb 2016

**Responsibilities :-**

- Maintaining and regulating Office Data with suitable updating
- All the work of the Society Online & Offline
- New Document Creating and updating, etc.

2. **Organization** :- Z. P . Up. School Wakarla

**Role** : - Computer Operator

**Work From** :- Oct 2014 To Apr 2015

**Responsibilities :-**

- Maintaining and regulating Office Data with suitable updating
- All the work of the School Online & Offline
- New Document Creating and updating, etc.

3. **Organization** :- A R Services, Nagpur (Ahmedabad)

**Role** : - Branch Supervisor

**Work From** :- June 2018 to Sep 2020

**Responsibilities :-**

- Maintaining and regulating Office Data with suitable updating
- Field operations and Inspections.
- Invoicing and maintaining accounts.
- Vehicle Maintenance co-ordination.

4. **Organization** :- Matangi Logistics, Nagpur

**Role** : - Manager / Supervision

**Work From** :- Oct 2020 to Sep 2021

**Responsibilities :-**

- Maintaining and regulating Office Data with suitable updating
- Field operations and Inspections.
- Invoicing and maintaining accounts.
- Vehicle Maintenance co-ordination.

**(B) Key Skills :-**

- Brief knowledge of MS Office.
- Emailing and formal communication.
- Thorough knowledge of logistics and transport industry.
- Adaptability.
- Flexible with distant works and site visits.
- Accounting.
- Patience with work.
- Can deal in stressful environment.

- **Education & Credentials**

**(A) Educational Qualifications:**

<b>Qualification</b>	<b>Stream</b>	<b>University</b>	<b>Year</b>	<b>Percentage %</b>	<b>Division</b>
SSC	Art	Nagpur Board	March-2006	65.20%	<b>I</b>
HSC	Art	Nagpur Board	Feb - 2008	55.67%	<b>II</b>
Graduation	Art	Nagpur University	June - 2012	45.50%	<b>II</b>
B.Ed.	Education	Gondwana University	Oct - 2013	52.00%	<b>II</b>
Post Graduation	Geography	Gondwana University	June -2015	83.50%	<b>I with Dist.</b>

**(B) Extra Qualification:**

<b>Qualification</b>	<b>Stream</b>	<b>University</b>	<b>Year</b>	<b>Percentage %</b>
MS-CIT	Technical	Mumbai Board	2007	62.00%
Advance Data Entry	Technical		2022	
Customer Care Executive (English)	Technical		2022	
Domestics Data Entry Operator (English)	Technical		2022	
Domestics Data Entry Operator (English)	Technical		2022	
Tally ERP 9 With GST Course	Technical		2022	

❖ **PERSONALDETAILS**

1. **Date of Birth** : 14-Oct-1990
2. **Gender** : Male
3. **Marital Status** : Married
4. **Religion** : Hindu
5. **Nationality** : Indian
6. **Address** : Near VikasVidhyalay, Shankarpur,  
Ta- Chimur, Dist- Chandrapur  
Pin Code- 442903

➤ **Computer Proficiency :-** MS- Office, and Internet.

✚ **Skill** :- Career Skill, Email Etiquette , Telephonic Etiquette  
Basic Of Customer Service,

✚ **Hobbies/Interests** : Listening Music, Watching Movies,  
Internet Surfing, Travelling,

✚ **Languages known :**

Language	Read	Write	Speak
Marathi	Yes	Yes	Yes
Hindi	Yes	Yes	Yes
English	Yes	Yes	Yes

I hereby certify that the information provided above is accurate and recent to the date indicated below.

**Date :**     /     / 2022

**Place :** Shankarpur

**Signature**  
**(Mahendra A. Hajare)**