

AMIT YAWALKAR

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Career Objective:

An enthusiastic and high energy driven professional seeking challenging assignment in Administration & Office Management with a reputed organization. Looking forward for the same.

Currently working:

Company Name:	TVS Motor Company limited. (Area Office)
Position:	Administration Manager, MIS
Period of Work:	From 2 nd June 2010 to till date.
Current Salary Drawn:	Rs. 3.60 lacs/Annum.
Current Job Profile:	<p><u>Profile snapshot: Administration, Sales coordinator, MIS, Secretarial work</u></p> <ol style="list-style-type: none">1. Handling all data part of Sales and Service.2. Administration management, Petty cash for Office expanses.3. Daily Supervising of Security, House keeping, Admin Files, employee attendance, back office work, etc.4. MIS reporting to General Manager & Area Manager.5. Making monthly presentation in MS-Excel and Power Point.6. Minutes of Meeting during Review meet with Dealers7. Responsible for all the requirements of Office and Head Office i.e Dealership Agreements, Vehicle Order, Courier, data part, staff details, etc.8. Making tentative plan every Month for Vehicle sales.9. Manage & Negotiate with all Vendors of Hotel, Travels, Publications, News Paper Add, POP material for Dealership, etc.10. Events coordination for Vehicle exhibition, Mela, Demo Van, Road shows and sponsorship negotiation.11. Conduct Cluster meetings with the Dealers & Sub-Dealers to ensure best and quality Sales & Services to Customers.12. Conduct Team Motivation programs through Events.

Prior Experience:

Past Company Name:	Country Vacation Company
Position:	Administration and Business Development planner.
Period of Work:	Apr-2009 to May-2010.
Salary Drawn:	Rs. 1.45 CTC
Job Profile:	<ol style="list-style-type: none">1. Plan for Business development schemes and rollout with Branch manager.2. Responsible for all Administration work and communication with field team.3. Manage sale of Membership and Tourism packages.

Academics:

B.com	Yashwantrao Chavan Maharashtra Open University, Nashik.	2015	66.8%
HSC	Maharashtra State Board	2005	50.50%
SSC	Maharashtra State Board	2003	56.73%

Computer & IT Skills:

- MS-Office, MS-Excel, Power Point, MS-Word.
- MS-Excel with (vlookup, hlookup, lookup, pivot table, macros, etc)
- Good Knowledge about SAP during job tenure.
- Operating Systems: Windows 2008, XP.
- Hardware and Maintenance with LAN connectivity.

Sports & Extra curriculum activities:

- Played 6 National competition in Korf Ball Game.
- Played 2 State level competition In Basket ball Game.
- NCC in Airwing with C certification passout in 2007.
- Achieved 1 National certificate in Karate compt. From Budokon Martial Art.
- Participated in Inter college Volleyball, Cricket and Pyramids compt.
- Played National competition in Gate ball and Wood ball sport.

Hobbies & Interest:

- Playing all types of Sports.
- Reading Books.
- Listening Songs.

Personal Details:

Father's Name : Mr. Vijaykumar G. Yawalkar
Mother's Name: Mrs. Rajani V. Yawalkar
Date of Birth: 24th July 1984
Marital status: Married
Language Known: English, Hindi, Marathi.
Blood group: AB+
Permanent Address: Qtr. 507, Rani Durgawati Nagar, Binaki, Nagpur 440017.

I hereby declare that all statements are genuine in best of my knowledge.

Date:

Place: Nagpur

AMIT V. YAWALKAR.