**CURRICULUM VITAE**

**Ajit Ramchandra Dabhekar.**

Hanuman Mandir, Room no- 58, Addersha nagar 2,

Shell Colony road, Chembur Mumbai- 400071

**Email id** - ajit.dabhekar@gmail.com

**Mobile no**: - 9820567347

**Career Objectives**

**I would like to work in a dynamic and professional Environment having challenging Assignments, where I can apply analytical skills and explore my abilities and experience.**

**CAPGEMINI INDIA PVT LIMITED**

(On Behalf of Eye Global Office Assistant from Jun 2010 to Oct 2015)

(On Behalf of Nova HRO Assistant from Oct 2015 to Oct 2018)

(On Behalf of Buzzwork Business Service Pvt.Ltd Analyst/Software Engineer till date)

**ICRES Work:**

* Raising Shopping Carts & order our monthly Stock Requirement from our respective Vendor.
* Handling Billing (MIS) related work.
* Inventories of, Invoice processing and MIS preparation for inventories.
* Handling the mail room – such as distribution of office stationeries to our employees & coordinating with courier peoples for receiving & giving of mails & parcels etc.
* Coordinating with our vendors such as placing orders for our office stationeries, accessories & other food stuffs via telephone & mail.
* Creating expense vouchers of our vendors and presenting them to finance department for approval and payment of the same.
* Maintaining the records for MIS on daily basis as per the procedure lay down by our admin department.

**CVE Work:**

**Pre visit:**

* Arranging stationary materials required for the boardroom meeting.
* Arranging set up documents in the boardroom like Agenda, Name Tags, and Door tags.
* Putting up standees and branding materials in across the locations.
* Arranging Lamp-Light set up at the reception a day prior to the visit.
* Coordination with the vendor in getting the arrangements and materials required for the visit.
* Arranging welcome letters and flower bouquets in the hotel for the welcoming of the clients.

**During Visit:**

* Looking after the boardroom set up and the requirements mentioned in the set up mail.
* Looking after the welcome PPT and Rangoli arrangements at the reception before Client arrival.
* Coordination with vendor for snacks, lunch and dinner.
* Making lunch Menu Tags for snacks, lunch and dinner.
* Getting the gifts arranged well in advance with properly gift packed.
* Clicking Photographs for the customers if required during client visit.

**Post visit:**

* Collecting invoices from all the vendors related to the visits arrangements.
* Collecting cash from the host of the visit if required and hand it over to the vendors.

**Other work details:**

* Escorting visitors and vendors on daily basis for the official requirements.
* Ensure smooth transit for the materials procured from the vendors across the location.
* Ensure the gate passes and security passes done for the vendors for branding work on the floor.
* Ensures that the gifts and stationary materials are delivered across the location in Bangalore, Kolkata, Mumbai and Pune.
* Maintaining records for gifts and material on weekly basis.
* Keep track with all the GRE’s for the gifts handed in all the visits.
* Maintains all the above details in the excel sheet for the record purpose.

**Academic Qualification:-**

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| --- | --- | --- | --- |
| **Examination** | **Name of Institute** | **Percentage** | **Class** |
| **H. S. C.** | Swami Ramkrishna Paramhans  Junior Collage –Govandi | 52% | Pass |
| **S. S. C.** | Santaram krushnaji Pantwalavalkar  Kurla | 46% | Pass |

**Computer Skills –**

* MS-CIT

**PERSONAL DETAILS –**

* Date of Birth : 07th April 1991
* Gender : Male
* Nationality : Indian
* Religion : Hindu- Maratha
* Languages Known : Marathi, Hindi and English
* Hobbies : Playing Cricket & Carom

**Place: -** Mumbai

**Date: -**

**Ajit Dabhekar**