CURRICULAM VITAE

Name: Mukesh Madhukar Mahadik

**Address:** 66/526 MHB Colony

 Gate No 8, Malwani

 Malad - (W),

 Mumbai - 400 095

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# Objective:-

To work for a challenging organization where I can use my skills & knowledge attained through my studies and contributes towards the growth & success of the organization.

# Work Experience:-

 Name of the Company :  **Sterling Information Resources India Pvt Ltd.**

Duration : 27th July 2015 Up to till date

* Making Roster for Pick-up & Drop
* MIS Handling all Pick-up & Drops
* Vendor Wise Performance Report
* Handling Transport Helpdesk
* Handling Transport Escalation
* Handling Vehicle Compliance
* Preparing Daily & Various Reports
* Monitoring Vehicle GPS system
* Coordinating Company Assets Shipment and Recovery for Employees Doing WFH

 Name of the Company :  **Jones Lang Lasalle**

Duration : July 2013 Up to July 2015

 Site : JP Morgan

* Making Roster for Pick-up & Drop
* MIS Handling all Pick-up & Drops
* Vendor Wise Drop Performance Report on Daily basis
* Handling Transport Helpdesk
* Updating Emails
* MIS Report Weekly and Monthly
* Handling Ground Operations (Drop Facility/Vehicle Availability/Vehicle Check)
* Preparing Various Reports.

Name of the Company :  **Data Link Consultancy**

Duration : March 2013 to Jun 2013

 Site : 3 Global Services

* Making Roster for Pick-up & Drop
* MIS Handling all Pick-up & Drops
* Vendor Wise Drop Performance Report on Daily basis
* Handling Transport Helpdesk
* Updating Emails

 Name of the company :  **New Way Travels**

Duration : March 2008 to Feb 2013

 Site : JP Morgan

* Vehicle documentation
* Driver documentation
* Making Roster for pick-up & drops
* MIS Handling all pick-up & drops
* Reports on Daily Basis
* Handling Transport Helpdesk
* Email Compliance check
* Updating Emails

# Academic Qualifications

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| --- | --- | --- |
| **Degree/Diploma** | **Board/University** |  **% , Month & Year of Passing** |
| T. Y. B Com | Mumbai University | 47%-March/2011-12 |
| Higher Secondary Education (HSC)(Commerce) | Maharashtra Boardof Arts & Commerce | 73%-March/2007-08 |
| Secondary school certificate (SSC) | Maharashtra Board | 67%-March/2005-06 |

# Other Knowledge

* MS Excel
* MS Power Point
* Windows XP
* Internet

# General Information

## Personal Details:

Date of Birth : 1st March 1991

Language Known : English, Hindi, Marathi

Mother tongue : Marathi

Nationality : Indian

Hobbies : Playing Cricket, Listening Music

**Place: Mumbai**

**Date: MUKESH MAHADIK**