**RESUME**

**SANDIP RAJARAM SURVE** [**survesandip@gmail.com**](mailto:survesandip@gmail.com)

S N 59/1 Shivnagari, Bijalinagar,

Chinchwad,

Pune-19

**OBJECTIVE**

To become a successful professional in the field of Management and to work in an competitive world by proving myself and Seeking a position to utilize my skills & abilities in company that offers professional growth while being resourceful, innovative and flexible.

**STRENGTH –**

* Self Starter
* Commitment to the Job
* Good Interpersonal Skills
* Excellent communication, reporting and presentation skill.
* Self-motivated and strong organizational skill.

**PROFESSIONAL QUALIFICATION**

* **Bachelor Of Commerce** from B D college Patan,Satara, Shivaji University Kolhapur,in 2004.
* **Project Work at** Vijay Bearing Centre, Satara In “Ratio Analysis”

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr No.** | **Degree** | **University/ Institution** | **Year of Passing** | **Class** |
| **1** | **B. Com** | **Shivaji University** | **2003-04** | **2nd** |
| **2** | **HSC** | **Shivaji University** | **2002** | **1st** |
| **3** | **SSC** | **Kolhapur Board** | **1999** | **1st** |

**EXTRA CURRICULAR**

* Participated in POLICE friend for Ganesh Festival.
* Best performance Award in BVG Ganesh festival
* Best Employee Award 2016 in BVG.

**COMPUTER PROFICIENCY**

**ncy**

* MS-Office, Open Office, Lotus. Good Command over Excel.
* Knowledge of handling ERP software, Well aware with Tally7.2,
* Operating System: Windows 7, Windows 8.1 Pro, Windows10.

**HOBBIES**

* Playing and watching Cricket,
* Swimming,
* Traveling,
* Net Surfing.

**WORK EXPERIANCE**

Currently working in BVG India Ltd in Operations Dept as **Manager Operations”** sinceApril 2009**.**

**ROLES AND RESPONSIBILITIES**

* **Handling the Operations of MSWC all over Maharashtra including Head office and 95 locations across Maharashtra with 550 manpower and with 7 supervisors and in charges.**
* **Handling the Operations of Central Railways Mechanized Housekeeping Services at Most Precious Railway Coaches and Depots e.g. Mumbai, Ajmer, Jammu Tawi, Mysure, Approx Billing Rs. 85-90 Lakhs per month. With 360 Manpower and 29 Supervisors and Incharges.**
* Follow up for work completion data from branches for preparation of Invoices.
* Responsible for certifications and collection of outstanding payment and monthly billing procedure.
* Handling Site recruitment and audits and quality management at sites.
* Responsible for revision, renewal of contract and helping tendering procedure to retail the client since 2012 till date.
* Maintain records of work orders, tender copies and soft data of sales, payment collection, outstanding payment, etc.
* Preparation of Sales Report, Outstanding and Collections reports.
* Preparation of Presentation on Cash flow (Inflow, Outflow of cash)
* Preparation, monitoring and maintenance of All site budgets and Actual comparison.
* Review on actual budgets and cost cutting planning.
* Commercial Activities to support operations being carried out with team.

**PERSONAL PROFILE**

**Name :** Sandip Rajaram Surve

**Father Name :** Rajaram Raghu Surve

**DOB :** 15.08.1983

**Marital Status :** Married

**Nationality :** Indian.

**Region / Cast :** Hindu - Maratha

**Permanent Address :** At. Post Wadikotavade

Tal –Patan

Dist–Satara

Pin-415210

**Contact Number :** 8888138481

**Languages Known :** English, Hindi and Marathi

**DECLARATION**

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

**Place:**

**Date:**

**(SANDIP R.SURVE)**