

Sagar Waydande

At. Post /- Margtamhane Khurd
Tal. Chiplun Dist. Ratnagiri
9552980701
Waydandesagar03@gmail.com

Professional summary

To work in challenging environment and adding value to the organization wherein I can implement my knowledge and skills and further enhance them. To be a part of the organization in achieving the desired goals with a team work spirit, professional attitude, dedication and course as essential touch of human values.

WORK HISTORY

MANISHA CONSTRUCTION *Senior Clerk*

11/2020 – PRESENT Date

- Preparation RFI Report Generate. Daily Employee Expenses Report.
- Performing basic admin duties including printing, sending emails, and ordering office supplies.
- Bill Forwarding along with that Letter to Main Office Consultant Office.
- Daily Update Reports & Multi-tasking.

Regal College, Chiplun – *ITI Clerk*

12/2016-08/2017

- College Computer Lab Stock Maintaining,
- College ITI Reports Generating.
- Email Handling
- Asst. to HR Department of College for Admission Purpose.
- Report to a Department Of Ratnagiri ITI collage

SKILLS

- *Concepts Fundamentals*
- *Operating System: Windows xp, Linux, windows server 2003, Windows 2007*
- *A+, N+ completed, Linux complete*
- *CCNA complete*
- *Windows 7 pass (MCP)*
- *Operating System. Win XP, win 7, Linux, and Windows server 2003*
- *Completed the MS-CIT with Second grade*

EDUCATION

- *B.Com in YCMOU NASIK.*
- *Diploma In Agriculture Kharwate, Sawarde.*
- *Diploma in Computer Hardware & Networking Kolhapur.*

LANGUAGES

English, Hindi, Marathi.

Bajaj Finance Ltd. Shringartali Tal. Guhaghar (*Franchisee Dealer*) *Back Office*

06/2015 - 03/2016

- Performing basic admin duties including printing, sending emails.
- Perform competitor product analysis and prepare reports.
- Prepare and reconcile customer balances.
- Correct discrepancies in customer account balances.
- Assist inventory controlling staff in maintaining inventory records.
- Assist front office staff in maintaining the office premises clean and neat.
- Assist front office in preparing, scheduling and organizing meetings, events and appointments.

SangramSoft Grampanchyat at Tanali- Ambere,Chiplun
Data Operator

04/2011 to 03/2014.

- Maintaining of Grampanchyat Funds & online Server
- Preparation of Cash Vouchers of Grampanchyat
- Generate Grampanchyat Certificate
- Daily Assets updating
- Daily Maintaining Grampanchyat Records
- Assist front office in preparing, scheduling and organizing meetings, events and appointments.
- Multi-tasking.

DOB: 02/07/1990
Nationality: Indian
Marital Status: Married