

CURRICULUM-VITAE

Ms. Sagari Shankar Jadhav

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Objectives:

Seeking an innovative atmosphere where knowledge and experience can be shared and enriched. Looking for an opportunity where I would like to apply the knowledge gained in to practical form to meet the demands and challenges in real life situations and achieves the goals set by the management.

Key Skills:

Project Management, Technical Support, Executive-Level Presentations, Communication & Reporting, Managing Field staff, Documentation, Preparation of training material for farmer and field staff.

Have Command on MS Office, Good presentation skills, Good communication and interpersonal skills, capable of maintaining strong relationships, Preparation of Training material for farmer and field officers.

Employment History

Company Name: Saisanket Industries Pvt Ltd

Designation: Project Coordinator

Since May 2019, Saisanket Industries Pvt Ltd, Mumbai, Maharashtra.

- Coordinating site investigations, documented issues and escalating to executive teams as needed.
- Coordinating with government bodies, vendors, site leadership teams and project managers by interacting effectively.
- Preparation of training material for farmer to aware him about good agriculture practices, Micro irrigation and Creating Project Awareness.
- Executing regular process updates to reduce discrepancies and enhance scheduling across calendars and programs.
- Assist in documenting project phases and creating summary reports for company management.
- Communicating best practices among on-site and external personnel to align efforts and goals.
- Supervising site investigations, reporting issues and escalating those that required further assistance.
- Updating database, handling administration and documentation work of projects.

Working on Irrigation Projects of Madhya Pradesh :

1. Kundalia Irrigation Project (RBC & LBC) : 1,30,000 Ha (Dist - Rajgarh & Agar Malwa).
2. Mohanpura Micro lift Irrigation Project : 25,500 Ha (Dist - Rajgarh).
3. Garoth Micro lift Irrigation Project: 21,500 Ha (Dist - Mandso)
4. Bansujara Micro lift Irrigation Project : 85,000 Ha (Dist - Tikamgarh).
5. Balwada Micro Irrigation Project : 5,000 Ha (Dist - Barwah).
6. Bistan Micro lift Irrigation Project :22,000 Ha (Dist – Khandwa).

Company Name: Surya Telecom

Designation: Office Assistant

2014-08 to 2016-02, Surya Telecom, Mumbai, Maharashtra.

- Kept business, client and sites records accurate.
 - Coordinated, scheduled and arranged meeting and travel calendars.
 - Processed invoices and expenses.
 - Answered and managed incoming and outgoing calls
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Education

Academic Qualification

- **Post Graduate Diploma in Agri-Business Management** - Jun 2016 - Jun 2018, from University Of Mumbai's Garware Institute of Career Education and Development, Mumbai, Maharashtra. | **Percentage: 71.10 %**.
- **BSc Agriculture** - Jun 2010 - Jun 2014, from Dr.BSKKV, Dapoli Dapoli, Maharashtra | **Percentage : 77.20 %**
- **HSC** - Jun 2009 - Jun 2010 from KJ Somaiya College Of Science Mumbai, Maharashtra | **Percentage : 64.00 %**
- **SSC** - Jun 2009 - Jun 2010 from IES New English School, Mumbai, Maharashtra | **Percentage: 86.30 %**.

Courses and Certificates

- **MSC-IT** from Keerti Computer Institute | Mumbai, Maharashtra.
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Extra-Curricular Activities/Community Service:

- Completed 240 hours of social work under NSS as NSS volunteer in college.
 - Participated in Annual social camp under NSS held by college at Mauje Dapoli.
 - Participated in Drama and Folk dance In Annual Functions of College.
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Competencies:

- Honest, Sincere and Hard Working.
 - Independent and self-motivated.
 - Good communication and presentation skills.
 - Organized and well-structured at work
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Declaration

Hereby, I assure that the information furnished above is true. If I get an opportunity to work in your concern, I assure that I shall discharge my duties to the fullest satisfaction of my employer and to the best of my ability.

(Ms. Sagari Shankar Jadhav)