

CURRICULUM VITAE

UMESH RAM WAGHMARE

ADDRESS

KHOT PRAGATI MITRA MANDAL,
NARSOBA WADI, SHANTARAM TALAO,
CHWAL NO.22, KURAR VILLEGGE.
MALAD (EAST), MUMBAI - 400097

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CAREER OBJECTIVE

To use my skills, knowledge and experience to work towards the objective & goal of the organization. To explore opportunities of interest to use my strengths for a rewarding career.

SOFTWARE SKILL SET (THOROUGH KNOWLEDGE)

- Operating System
- Package Known
- Technical Skill
- Windows Xp 2007, Windows & Tally
- MS-CIT (Ms Office-Word, Excel, Internet)
- Typing (English) (30-40 Wpm)
- Marathi Typing (30 wpm)

EDUCATIONAL QUALIFICATIONS

- | | |
|---------|-----------------------------------|
| T.Y.B.A | - Passed in 2 nd Class |
| H.S.C | - Passed in 1 st class |
| S.C.C | - Passed in 2 nd class |

ADDITIONAL QUALIFICATION

- Completed Firefighting, First aid course.

WORK EXPERIENCE

1. Currently Working with The Synthetic & Rayon Textiles Export Promotion Council (SRTEPC) as an Executive from May 2017 to till date

- Admin Work
 - ❖ Providing all the necessary facilities to the SRTEPC team
 - ❖ Managing Vendors to ensure smooth functioning of the Council including AMC's, House Keeping, Administration, Legal, Stationery, Office Eqpt & Courier
 - ❖ Schedule meetings for office staff and manage the travel arrangements

- **Accounts & Finance**
 - ❖ Monitoring the attendance log/muster and updating Leave applications and leave related reimbursements
 - ❖ Sales & Receipt entry
 - ❖ Bank reconciliation
 - **Trade Promotion**
 - ❖ Organizing road shows, meetings, seminars and events in domestic level
 - ❖ Managing SRTEPC booth during events including award functions
 - ❖ Interacting with vendors during events to ensure completion of all activities as per schedule
 - ❖ Assist in travel and accommodation arrangements of all participants during the Reverse Buyer Seller meets
 - ❖ Worked end to end to manage vendor operations, creatives, printing & travel during Source India 2022.
2. Worked with 'Just Dial' as a Data base executive from March 2015 To April 2016
 3. Worked for HSBC Bank through "Zicom Pvt Ltd" as a BMS Operator
From March 2012 to December 2014
 - Handling the Technical Security
 - Access System of Syres & handling SMART I application (Activation & Deactivation)
 - Handling the FIRE PANEL System (ZICOM, DIMENSION, HONEYWELL)
 - Handling CCTV
 - To Check CCTV & DVR Backup weekly.
 - Handling DATA CENTER System (N STAR)
 4. Worked with "ANDROMEDA Pvt Ltd.," (Inbound call centre)
For One & Half year as a Customer Support Executive.

PERSONAL DETALIS

- | | |
|-------------------------|---------------------------|
| • Date of Birth | - 10th June 1990. |
| • Gender | - Male |
| • Marital Status | - Married |
| • Languages | - Marathi, Hindi, English |
| • Nationality | - INDIA |

PLACE: MUMBAI

DATE:

(UMESH RAM WAGHMARE)