

# Pavan Amrish Meshram

**Pavan Amrish Meshram**

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PL-5/B-12/05 SEC. NO. 1 KHANDA COLONY NEW PANVEL (W)

Date of birth: 30-12-1994



## Academics

2015-2017	Masters in Management Studies (M.M.S.)	Fr. C. Rodrigues Institute of Management Studies (FCRIMS), Mumbai University.	72.64% (First Class)
2012-2015	B.Sc. in Hospitality Studies	G.D.A.P. College of Management and Technology, Parel	66.00% (First Class)
2012	HSC	St. Joseph's Junior College, Kalamboli	49.33% (Pass Class)
2010	SSC	Mahatma School of Academics and Sports, New Panvel	76.00% (Distinction)

## Experience

**Company Name:** NSEIT Ltd.

**Location:** Andheri

**Position:** Associate – Assessment Services

**Department:** Procurement

**Duration:** 17<sup>th</sup> December 2018 – Present

### Tasks/Responsibilities:

- Coordinating with PAN India Channel team.
- Coordination with vendor for procurement. Hiring IT Procurement, Processing PO, Invoice.
- Data management & MIS Reporting.
- Working in team, getting approval from Managers.
- Content editing.

**Company Name:** Sushrut Hospital and Research Center

**Location:** Chembur

**Position:** Executive - Purchase & Store

**Department:** Purchase & Stores

**Duration:** 20<sup>th</sup> May 2018 – 26<sup>th</sup> November 2018

### Tasks/Responsibilities:

- Processing Tenders, Processing Purchases, Creating Purchase Orders.
- Purchase of Medical Instruments, Hospital Consumables and Pharmaceutical Items.
- Sourcing Vendors, Managing Vendors, Vendor Negotiations.
- Bill Processing, Payment Processing.
- Issuing material to Various Departments in the Hospital.
- Managing Stock Inventory, Managing Stores.

**Company Name:** Sushrut Hospital and Research Center

**Location:** Chembur

**Position:** Trainee (Executive) - Purchase & Store

**Department:** Purchase & Stores

**Duration:** 20<sup>th</sup> Nov 2017 – 19<sup>th</sup> May 2018

### Tasks/Responsibilities:

- Processing Tenders, Processing Purchases, Creating Purchase Orders.
- Assisting in the Purchase procedures.
- Assisting in Store Management.

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**Company Name:** HOTEL RAMEE GUESTLINE

**Position:** Summer Trainee

**Duration:** 4<sup>th</sup> Dec 2013 – 7<sup>th</sup> March 2014

**Location:** Dadar

**Department:** Food & Beverages Services

## Tasks/Responsibilities:

- Speciality Restaurant Setups & Services.
- Back of the House functioning.

## M.M.S. – Summer Internship Project

### Project Title- Study of Retail Operations

10<sup>th</sup> May 2016 – 8<sup>th</sup> July 2016

HYPERCITY RETAIL INDIA LTD.

Summer Trainee

- Detailed, step by step representation of Operational processes at HyperCITY Retail India Pvt. Ltd
- Daily Stock Receiving and Warehousing, Quality Check and Stock Control procedures.

### Projects at M.M.S.

- Court Martial, 2015, Myself and my group had to come up with an innovative business plan and present the entire functioning of the business which was publicly discussed and evaluated.

## Extra- Curricular Activities/ Positions of responsibility/ Achievements

- Represented Raigad Dist. twice for Basketball at State Level.
- I have 18 months of experience in ODC's (Outdoor Caterings).
- Was an active member of Hospitality Team at Abstract 2015, an intercollegiate festival at FCRIMS.

## Hobbies and Interests

- Playing Basketball, Cricket
- Travelling
- Listening to music

## Languages Known

English, Hindi and Marathi.

**PAVAN MESHARAM**

**Date:**