

SHIVAJI POWAR

G=04, Saisanket Co-op Housing Society, Karnik Road, Kalyan (W),
Dist-Thane, Pin-421

Contact : 8145319086 / 9579344196

Email: powar_shivaji@rediffmail.com

Objective

Aim to work in a challenging work environment where I can utilize my expertise and advocate my analytical skills in the best possible way towards the growth of the organization.

Career Summary – Military Service

- Completed 24+ years of **military service** with Corps of Electronic Mechanical Engineering (EME) in Indian Army as Office Supervisor, Stores Incharge & Accounts.
Branch : Indian Army (Electronic and Mechanical Engineering)
Service Country : India Rank : Naib Subedar (President's Commission)
- Awarded professional Excellence for displaying the highest standards of Professional Excellence & selfless Devotion to Duty

Certifications/Licenses

- **Type Writing**
May 1993
 - English Typing 40 WPM – Bureau of Govt. Examination Maharashtra State
- November 1993
 - Marathi Typing 30 WPM – Bureau of Govt. Examination Maharashtra State
- **Supervisor of Clerk Staff Duties**
February 2015
 - Head Clerk Course – Clerk Training School, 3 EME Centre Bhopal
 - Office Management & Maintain Records/Documentation & Accounts
 - Theory of Information Technology, Microsoft Windows, Microsoft Word, Microsoft Power Point, Windows, Microsoft Word, Microsoft Excel, Microsoft Power Point, Windows Operating System & Networking & LAN
 - Practical/Project work on Information Technology.
- **Certificate in Security of Strategic Installations - IGNOU in December 2011**
- **Diploma in Accounting and Office Management - IGNOU in June 2012**
- **President's Commission - The President of India in October 2016**
- Trade Proficiency Certificate for Ex-servicemen - Indian Armed Forces (Army) on 31 August 2020
- Security Training Certificate – Corps of Electronics and Mechanical Engineers on 31 August 2020
- Graduation Certificate - Corps of Electronics and Mechanical Engineers on 31 August 2020

Work Experience

Office In charge/Supervisor & Store Incharge

Indian Army (Electronics & Mechanical Engineers) - ALL India
January 1996 to August 2020

- Office operations, Office Supervisor and Stores Incharge.
- Maintain receipts, records, and accounts of the purchase of various stores in Army
- Perform office management, letter correspondence including inward, outward and return
- Advance office operation and documentation
- Maintenance of Accounts and documentation

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- Leadership and Tactics
- General Administration
- Advance Military Training

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Educational

12TH in Commerce

Maharashtra State Board of Secondary and Higher Secondary Education - October 1992

Associate Degree (Advanced Diploma) in Commerce

Indira Gandhi National Open University - June 2013

Skills

- Analytical mind with ability to make accurate mathematical computations.,
- Familiarity with standard concepts and best practices in a Office operation and accounting.

Additional Certification

- Trained in Basic computer Hardware & 24+ years work experience in MS-Office.
- Trained in implementing security measures to safeguard any property/equipment from theft, sabotage and fire risk.
- Well trained in ensure safe custody of keys and various locks-ups.
- Trained to ensure security of personnel, information and materials.
- Trained in to conduct Physical Training of subordinated Staff.

Personal Details

Date of Birth : 01st June 1974

Gender : Male

Language Known : English, Marathi, Hindi & Kannada

Shivaji Powar