



Electronics **RESUME**

Name : LAHU DATTARAM CHAVAN

Present Address : B-23/1, B.M.C. Colony,
M.G. Road, Goregaon (West),
Mumbai – 400 090.

Contact No. : 9870251173

Mail ID. : lahu1965@rediffmail.com

Birth Date : 16.12.1965

Qualification : B.A [Pass in 1987 Mumbai University]

Work Experience :

✚ **Avant Garde Solutions Pvt. Ltd.:** (Consultant Allegro Microsystems LLC – Mfg. Electronics Components & Power IC)

➤ As a **Sr. Executive Administration** – HR from 2006 to till date

Present Work Responsibility –

- ❖ Handling day to day Admin related work
- ❖ Handling the Reception by receiving & routing incoming & outgoing tel. call at switchboard or multi line phones.

Cash Section –

- ❖ Petty Cash, Employees and works wages, Salary disbursement system. Writing in Tally ERP 9, handling all type of banking related works.

Courier Management –

- ❖ All types of material i.e. Egg. Items, documents send through post, Register Post, Courier, Transport, Cargo Mode or Airway Mode.

Bill Selection –

- ❖ Maintaining record of all bills such as telephone, power, water, and others i.e. courier, stationary and printers, Internet ensuring regular payments by issuing on a monthly basis. Working on Excel for All the Bills.

Purchases Section –

- ❖ Requirement of some office Equipment's & Stationary, Telephone, A/c. Xerox machine, Electrical & Electronics Material, Engg. Item.

Vender Management –

- ❖ Car Hire, CCTV, Electricity, water, Society, Pest Control, Tea & Coffee Machine telephone, Internet. Etc.

IT Section –

- ❖ We coordinate with IT service provider for Internet Link, Server Issue, mail ID create try to resolve software & hardware issue. Maintaining, arranging, handling & interacting with AMC service providers

Soft Services –

- ❖ Handling all printing related works, order by office stationary, Security, Housekeeping, Vendor management, Invoice Processing, Accruals Pest Control, Plumbing, Carpentry.

HR Related –

- ❖ Attendance Management, Preparing holiday list, coordinating with ESIC, PF consultant
- ❖ Preparing Offer letter (Joining Formalities)
- ❖ Source resumes through job portal, consultant, Ref.
- ❖ Scheduling Interview with candidate & Authorizes Person after selection of candidate Follow-up for his/ her document.

✚ **Medical Engg. (I) Pvt. Ltd. –** (Mfg. of High Pressure Seamless Cylinders)

- As a **Sr. Executive Admin. Cum Sr. Logistic Supervisor** from 1994 to 2006

Facility Management –

- ❖ Ensuring effective rendering of services including Office equipment's, Housekeeping etc. to enable smooth flow of day to day operations. Assisting in finalization of scope of work, coverage & responsible timings for all aims for furniture, electricity, phone, fax, A.C., Xerox or ensuring complaints

Commercial Function –

- ❖ Looking after bills & payments, processing of bill for payment, follow-up with Account for Vendor Payment and handling cash for day to day office expenses. Finding Vendors, taking Quotation & competitive quotations for various purchase for office and placing order for office purchases
- ❖ Supervising Logistic operation (Domestic and Intercity) for ensuring on time deliveries (door to door, factory to factory, Airport to Airport & Person to Person) & adherence to transit norms. Interacting with transporters and freight forwarders of selection of vehicles & conducting negotiation for finalizing freight rates to optimize transportation cost & ensure minimum damage during transit. I actively w
involved in negotiation with various freight formalities for bringing raw materials from part to factory.
- ❖ Handling fleet of vehicles, transporters & miniaturizing analyzing the loss in transit and undertaking the measures to control the same. Formulating logistics budget, conducting various analysis to highlight deviation between actual and estimated expenditure and taking corrective measures.

✚ **Shantidoot Finance & Investment Company Ltd. -** (Business activities of Finance and Investment)

- As a **Clerk handling Petty Cash, (Accounts related work) and Administration** from Oct. 1991 to 1994.

✚ **Angle Aluminum Corporation -** (Authorised Dealer of Hindalco Aluminum)

- As a **clerk handling Petty Cash, stock book and warehouse work (knowledge of excise gate pass)** from 1987 to Sept. 1991.

Languages : Marathi, Hindi, English.

Hobbies : Reading

Expected Salary : Negotiable

Place : Mumbai

Six to Eight months before I send my [resume, but](#) till have not received any [response](#) from your end. here once again I attached my CV request you please help me to search a job.

: 20/5/2019

(LAHU CHAVAN)