

# SHIVAJI POWAR

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

Contact : 8145319086 / 9579344196

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## Objective

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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

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- 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

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- **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

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### 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

### **12<sup>TH</sup> 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

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## Skills

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

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## 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.

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## Personal Details

**Date of Birth** : 01<sup>st</sup> June 1974

**Gender** : Male

**Language Known** : English, Marathi, Hindi & Kannada

**Shivaji Powar**