



PROFILE

Summary

A proactive and adaptable individual with a diverse background in office administration, data entry, and driving services. Eager to learn new skills and dedicated to being a valuable asset to any organization. Currently contributing as an Office Assistant in the CSMT Redevelopment Project.

Address: 605/3L/Ph.1, Mohan Tulsi Vihar, Opp. Ghorpade Maidan, Bharat College Rd., Hendrepada, Badlapur (W), 421503.

Nationality: Indian

Marital Status: Married

Date of Birth: April 1, 1990

CONTACT

PHONE:

8898990994

EMAIL:

contact.vikrammaghade@gmail.com

HOBBIES

Listening to Music
Singing
Playing Games
Watching Movies
Net Surfing
Driving
Web Designing

VIKRAM MAGHADE

EDUCATION

[School Name]

H.S.C. (Appeared) | Private Tuition (Correspondent) | 2009 – 2010

[School Name]

S.S.C. | Maharashtra State Board | 2007 • Maharashtra Ekyavardhak Mandal Vidya Mandir, Chembur

WORK EXPERIENCE

Office Assistant | Mace Group, CSMT Redevelopment Project | 2023 – Present

- Managed administrative tasks and supported project coordination.
- Assisted with document control and record keeping," etc

Personal Driver | IT Officer | 2018 – 2019

- Provided reliable and safe transportation for an Income Tax Officer.

Executive Driver | REVV Self Drive Service | 2018 (6 Months)

- Delivered professional services for clients.

Driver | Ola Fleet | 2017 (6 Months) • Gained experience as a ride-sharing driver.

Office Assistant | ITM University by Theme Management | 2015 – 2016

- Performed general office duties and provided administrative support.
- Depot Manager | Tri Pharma | 2010 – 2011
- Managed depot operations.

ID Card Cell | RIL Communication | 2010 (Part-time)

- Handled data entry for ID cards.

SKILLS

- Computer Skills: Basic Computer, Tally 9.0, Web Design
- Certifications: Kotak Insurance Certificate Course
- Licensing: TR Driving License
- Languages: Marathi (Mother Tongue), Hindi, English