

Ankit Damekar

Shivaji Chouk, Chouphala, Nanded.

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CAREER OBJECTIVE: To pursue a career with a company having a broad vision that encourages creativity and offers an opportunity to learn and develop both in professional and personal life, wish to use and enhance my technical knowledge and ability to work in your reputed company.

Experience

04/2019 to till Date

MIS Coordinator

Indus Towers Ltd., Nanded

- Extensive hands on database Management of O&M projects
- Experience of handling customer and Partner interaction and to deal with their requirements
- Quotation Arrangement from Vendors for Various Works & forward for PR PO Process.
- To support and coordinate with field maintenance teams & Technicians for DG Servicing & Material Availability.
- Coordination with supply chain team & Warehouse for dispatch, and delivery up to field of BB, SPS, PP, DG & Other Equipment.
- Financial negotiation with supplier & Vendors to ensure the Quality work in Less time & Price.
- Handling various projects trackers regarding Operations, Supply chain management, and IME.
- Worked on IME/SME CM-PM compliances and quality of PM.
- Tracking of FSE, AOM beat plan and monthly rankings
- Prepare Reports on Excel Using different reporting tools and formulas like V-Lookup
- Reports Generation from Pivot Table and Pivot Chart
- Good hands on with Excel tools like V-Look up H-look up Pivot charts
- Thorough, diligent and executing the tasks with a high level of accuracy
- To support for Making PowerPoint presentation (PPTs) required for Operations meeting.
- Day to day follow up and co-ordination with different teams to ensure timely flow
- Practical Experience and Expertise in Handling Various data and Reporting
- Taking Follow up of Incident TT Closer
- Tracking of department priorities RCA and action plans of Site Outages

COMPUTER AWARENESS

- MS-CIT Passed with 90%
- MS-OFFICE
- Power BI

Extra-Curricular Activities

- PASSED TYPING {ENG 30 with 88%, ENG 40 with 69% & MARATHI 30 with 73%}

IT Skills in Telecom

- Citrix
- LSMR
- HP Service manager
- Everest
- X-shell
- SAP

Education

SSC – 2011 – 87.27%

DIPLOMA IN (E & TC) – 2016 – 61%

BE in Electronics – 2021 – 7.48 CGPA

Strength

- Ability to work on own initiative and as part of a team
- Confidence & Passion
- Ready to take Responsibility
- Seriousness about my work
- Time Management

Experience

06/2017 to 04/2019

NOC Engineer & MIS Executive

BEPL (Reliance JIO), Nanded

- Reliance Jio NNOC-Operations.
- Monitoring Network Alerts & Clearing Alerts.
- Network Alarm Monitoring & Troubleshooting.
- Publishing Hourly and Daily Reports of Outages.
- Ensure highest availability of Network & Services by resolving faults/ handling incidents effectively.
- Maintain Admin Related Works.
- Working Closely to Infra Engineer regarding Operations.
- Prepare Reports on Excel Using different reporting tools and formulas like V-Lookup
- Reports Generation from Pivot Table and Pivot Chart
- Good hands on with Excel tools like V-Look up H-look up Pivot charts
- Thorough, diligent and executing the tasks with a high level of accuracy
- Day to day follow up and co-ordination with different teams to ensure timely flow
- Practical Experience and Expertise in Handling Various data and Reporting
- Maintain day to day Diesel filling data
- Making monthly fiber inventory reports
- Roll out different reports i.e. Efficiency, Collated Trackers, Work flow Report
- Taking Day to day attendance of all employees
- Co-ordinate with field staff regarding Various issues
- Managing Salary issues of Employees
- Managing Vehicle related and Guest house related Agreements

Personal Information

- Name: - Ankit Ashok Damekar
- DOB: - 15 June 1996
- Nationality: - Indian
- Gender: - Male
- Languages: - Marathi, Hindi & English
- Marital Status: - Unmarried

Hobbies

- Listening Music
- Singing
- Playing Cricket
- Surfing on Internet
- Travelling

Languages Known

- English
- Hindi
- Marathi

DECLARATION: I hope; you will be considering my application by my side. I hereby declare that above mentioned details are true to best of my knowledge.

Yours Faithfully

Ankit Ashok Damekar