RESUME

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| **COMPLETE NAME**  **Prakash Nanasaheb Garje**  **CURRENT DESIGNATION**  **Clerk (Announcer/ Indicator operator)**  **E-MAIL**   garje.prakash@gmail.com  **CONTACT NUMBER**   +91- 8169447737 CONTACT ADDRESS Shivajirao Shendge CHS, 652,  Plot- C291, Sector-1, Ghansoli, P.K.Patil Marg,  Navi Mumbai -400701  **DATE OF BIRTH**  22nd November 1990  **GENDER**  Male  **NATIONALITY**  Indian  **MARITAL STATUS**  Married  **LINGUISTIC PROFICIENCY**  English, Hindi, Marathi  **STRENGTH**  Self-motivated, Hardworking, Optimistic. | CAREER OBJECTIVE  A career in the field of **Clerical in Back office/Store, Dispatch and inward outward maintenance** with challenging opportunities in the proficient environment also to work for an esteemed organization and grow with it.  PROFESSIONAL EXPERIENCE  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -   1. Working with ***BVG INDIA LIMITED (May2021 – Till Date)***   **Clerk (Central Railway)**   * Maintaining daily train log entries of Mails & Express. Keeping records and maintaining register/tally and provide their status on daily basis. * Managing the Platform when train has been coming to the station on order of Deputy station manager (Signals Control Panel) * Operating indicators and Railway announcement at various station for public awareness. * Coordinated with other station announcer for trains status for updating.  1. Worked with ***A AND S OUTSORSING SOLUTION (January 2019 – April 2021)***   **Clerk (Central Railway Store)**   * Maintaining Railway electrical department store. Keeping records and maintaining register/tally and provide their status on daily basis. * Arranging store as and when required from various stations of central railway. * Managing all the activities assigned by chief engineer and reporting their status to higher management. * Coordinated with other station managers for those requirements of electrical department stores.  1. Worked with ***SIGMA TECH INFRA LIMITED (December 2016 – December 2018)***   **Clerk (Control Room Operator at Disaster Management in MCGM)**   * Maintaining daily complaint book entries of Local Word (A, B and c ward). Keeping records and maintaining register/tally and provide their status on daily basis. * Ensure proper action are carried out on complains received from departments. * Managing complains with concern Department Head and taking follow-up on daily basis. * If Any Emergency we are the First responder to public. * Handling MCGM Help line no. |

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| PROFESSIONAL EXPERIENCE  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -   1. Worked with ***Reliance Foundation Hospital (August 2014 – November 2016)***   **Clerical (Maintenance executive)**   * Handling internal complaints and taking follow ups with shift engineers and technical head. * Doctors and patient call for any type of complaint to us and we resolve that complaint with our respective maintenance team. * Ensure proper action are carried out on complains received from departments etc.  1. Worked with ***Amity shipping Enterprises private limited (August 2013 – June 2014)***   **Commercial officer**   * Maintaining daily inwards and outwards entries of materials. Keeping records and maintaining stock register/tally and provide their status on daily/weekly and monthly basis. * Managing the filing, storage and security of official documents. * Making daily/weekly report to the manager regarding the task assigned within the desired shift.   ADDITIONAL QUALIFICATIONS   1. Passed Government Commercial Certificate Exam of **Marathi**   Typewriting **30 w.p.m** with 65% “B” Grade   1. Passed Government Commercial Certificate Exam of **English**   Typewriting **40 w.p.m** with 63% “B” Grade   1. Passed Maharashtra State Certificate in Information Technology (**MS-CIT**)   With**52%** in April 2009   1. Passed **Computer Hardware with Internet Networking & computer assembling** Examination with “A” Grade, From Government Institute of Printing Technology. 2. Passed **Laptop Assembling & Repairing** Examination With “B+” Grade from Government Institute of Printing Technology.   - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -  EDUCATIONAL QUALIFICATION   |  |  |  |  | | --- | --- | --- | --- | | **EXAM** | **BOARD** | **YEAR OF**  **PASSING** | **REMARK** | | B. A | Mumbai | 2012-2013 | Pass Class | | H.S.C. | Maharashtra | 2009-2010 | II Class | | S.S.C. | Maharashtra | 2005-2006 | II Class |   DECLARATION  I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars. |

Date:

Place: Navi Mumbai Prakash Nanasaheb Garje