**Resume**

**Sagar Dhondiba Jadhav**

Address: A/202, Plot No. A-1, Shree Sai Sadan CHS. Sector 7, Khanda Colony, New Panvel, New Mumbai 410206.

Email: sagarjadhav1806@gmail.com

Contact No: 8689985571 / 9967458684.

**Objective:**

To succeed in an environment of growth and excellence a job which provides me job satisfaction self-development and help me to achieve personal as well as organizational goal.

**Personal Details:**

**Father’ Name :** Mr. DHONDIBA SHRIPATI JADHAV

**Mother’s Name :** Mrs. SANGEETA DHONDIBA JADHAV

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

**Gender :** Male.

**Marital Status :** Married.

**Nationality :** Indian.

**Date of Birth :** 18thJune1988.

**Academic Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **School/ College** | **Board/ University** | **Year of passing** | **Grade** |
| T.Y.B.A | V.G.Vaze College(Mulund) | Mumbai University | 2012 | 2nd Class |
| H.S.C | V.G.Vaze College(Mulund) | Maharashtra State Board | 2009 | 2nd Class |
| S.S.C | G.M.Vidyalaya | Maharashtra State Board | 2007 | Pass Class |

**Summary of Additional Qualification:**

* Good Comprehension skill with a typing speed of 30 wpm in English.
* Completed Ms-CIT government Course. Having good knowledge of Ms Word, Ms Excel and Power point.
* Completed Master Diploma in Computer Hardware and Networking. I have a good knowledge of computer.
* Good exposure to the back office profile with experience in the in the field of Data entry and Administrative work.

**Work Experience:**

* 1 Year 6 month working experience as a Hardware engineer in Reliable Enterprises shop no.5, Sector- 10, Near Nerul Railway Station (W). Working years 2010-2011.
* 6 month working experience as a hardware & Network engineer in C. S. Technologies (Dr), B-3, Shree Krishna Niwas, Mitha Ghar Road, Near LIC Colony, Mulund (E). Working experience 7th Sep 2012 to 20thFeb 2013.
* 4 months working experience in ICICI Bank. Work profile is sales officer opening a saving and current accounts. Working experience 5th Feb 2014 to 5th July 2014.
* Worked with St. Johns Universal School, Goregaon (W). Working as Office Assistant. Work from 22 September 2014 to 15 June 2017. (2 Years 8 Months)
* Worked with Gemological Institute of America as Education Assistant on Payroll of Kelly Services India Pvt. Ltd. Consultancy. Work from 16th August 2017 to 8th December 2017.
* Currently working with Sadhu Vaswani International School, Sanpada as Office Assistant (Clark). Work from 12th January 2018 to Till Date.

**Work Profile:**

* Meeting new parents and giving them complete information about the school and the facilities school available at the school. Encourage them to take admission. Give them the forms for an admission and make form sold receipt.
* Sent interactive session mails to parents after taking approval of principal ma’am.
* After interactive session and selection of students for admission sent a seat offered mail to parents and gives the names and contact numbers for calling in reception.
* Verify all the original document and form of new admission before submission. Take Cheques with original document after checking and make fees paid receipt for parents. Updated admission related Google drives on daily basis.
* Take existing parents fees cheques and make fees receipts for the parents. Update google drives about student payment information.
* Make students profile in school software (Aplane). Make fees Payment Entry in Aplane.
* Take cash collection of students from Teachers for events like British Council Reading Challenge Competition fees, Annual Day Costume money, Olympiad fees, Hindustan times & Times of India Newspapers money, Sports Day Costume money, Habitat for Humanity event money after collection and counting handover cash in accounts department.
* Typing of the exam papers during school exams and after re-checking with teachers take printout and sent papers for Xeroxing.
* Type other official letter which given by the school principal and officials.
* Taking care of all school computers maintenance. Give the computer maintenance report to the principal ma’am.
* Taking care of all school CCTV cameras with vender. Checking CCTV footage when school needed. Sometimes download the recording.
* Receive requirement of material for school events from teachers after that take a quotation from vendors and sent quotation to school head office for approval. After taking approval order material. Taking care of all the requirement which needed for the event.
* Check hall cleaning before event starts. Check all sound system arrangements of events.
* Co-ordinate with vendor about bills. After receiving bills from vendor check the billing amount and after taking approval from concern person sent bills to account department.

**Hobbies:**

I like to watch movies and cricket games.

**Declaration:**

I hereby assure that the particular furnished above are true to the best of my knowledge. I will make it my earnest Endeavour to discharge competently and carefully the duties you may be pleased to entrust with me.

**Date:**

**Place: New Panvel, Navi Mumbai. (SAGAR DHONDIBA JADHAV)**