

## SAKHARE SANDIP KUMAR MADHAO

### Current Address:-

Flat No-A4/703, Genesis Society, Wadmukhwadi, Pune-412105,

M/No- 6239032895, [Email-sandipmsakhare@gmail.com](mailto:Email-sandipmsakhare@gmail.com)

Dt of Birth :- 20/08/1982



### About Me

Distinguished administrative career spanning 22 years as **Non Commissioned Officer (NCO)** in the **Corps of Electronics and Mechanical Engineering of the Indian Army** with vast experience of manpower Management, training Institute administration and HR Administration. I was worked as a post **Assistant Project Manager** in Gyandeeep Shiksha Samiti, Bathinda (PB) for 2 years without any perk. I am expert to organized all awareness programs & camps with good motivated skill.

### Education

Course	Institute /College /University
Post Graduate in Master of Social Work (MSW)	IGNOU
MBA in (Human Resource and Marketing)	Swami Vivekanand Subharti University, Meerut
Graduate in Bachelor of Social Work (BSW)	Saint Gadge Baba Amaravati University
10+2 in (Science)	Maharashtra State Board
Matriculation	MPL MG Vidhyalaya Washim

### Skill Certificate

Courses	Grade / Percetage
Maharashtra State Certificate in Information Technology (MS-CIT)	81%
English Typing 40 w.p.m.	'A' Grade
Marathi Typing 30 w.p.m.	'B' Grade

### Computer Proficiency

- Microsoft Office (Word, Power Point, Excel, Data Base)
- Outlook, Email, Fax, scanning, Printing.

### Languages

Languages	Read	Write	Speak	Level
Marathi	Yes	Yes	Yes	Proficient
Hindi	Yes	Yes	Yes	Proficient
English	Yes	Yes	Yes	Proficient

### Area of Interest

- Administrative support
- Manpower Management
- Office Management
- Quality Control
- Training & Team Building
- Executive Leadership
- Transport Management
- Document Management
- Pro ject Management