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| **RESUME** |
| **Name  :-                                                Mr - RAM BAYAJAI  MANDHARE** |
| **Premanet   Address :                 GOKHALE BLOSSOM A WING FALT NO-04 NEAR BEHAIND**  **SUKHSWAPAN SOCIETY NANANAGAR KIRKATWADI PUNE HAVELI** |
| **Taluka    :-                                              HAVELI PUNE** |
| **DIST :                                                   PUNE( MAHARASHTRA )** |
| **PINCODE:-                                                    411024** |
| **Cantact no :-                                            9921533338** |
| **Email id :-                                      rammandhare9696@gmail.com** |
| **rammandhare92@gmail.com** |
| **Dith Of Birth  :-                             14/12/1983** |
| **Nationality :-                                         INDIAN** |
| **Gender :-                                                      Male** |
| **Married status :-                                 Married** |
| **Language Known :-                                   MARATHI / HINDI / ENGLISH** |
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| **EXAM                                        BOARD                                             PASSING                             PASS** |
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| **S.S.C                                            MAHARASHTRA                               2000                                      PASS** |
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| **Habbies ;-                                 WATCHING   MARATHI/HINDI /SOUTH MOVIE** |
| **Experince ;-                1)  ASSET TELECOM  PVT LTD  (GANESHNAGAR PATHWARDHAN  BAUG PUNE)** |
| **DIST :-                                      OFFICE ADMIN  ASSISTANT    (5 years)** |
| **WORK: -                              Store incharge stcok inword/ outword record and chq callaction .etcB** |
| **JOINING Date :-                        10/10/2010 to 01/10/2015** |
| **2) SHIVSAGAR CITY PHASE-1   Co-op. Housing Society LTD( SINHGAD ROAD PUNE)** |
| **JOINING Date :-                        01/04/2016 to 26/04/2022** |
| **DIST :-                                      SOCIETY SUPERVISIR/ JUNIAR MANAGAER     (6 years+4moth )**  **Joining date ;- 3) MANTRA PARK VIEW COOPRETIVE HOUSING SOCIETY LTD**  **DIST;- SOCIETY MANAGER**  **JOINING DATE ;- 15/03/2022 ( 4 month)** |
| **Salary :-                             24,000 per/ month + petrol alowance** |
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| **\*\*\*\*\*\*\*\*\*    MY RISPOBILITY \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*** |
| **1)                                  Water Management** |
| **2)                             Security & Housekeeping Monitoring** |
| **3)                               Book Keeping and Cash Management** |
| **4)                                Resident Communications** |
| **5)                            Various Projects Management (Registration/Solar/etc)** |
| **6 )                  residential society in SINGHGAD ROAD, Pune, 474 Flat resident units.and dhayari area at 165 flat units access and maintenance collection. We have vendors for Security, Housekeeping and Utility Water Supply.** |
| **7 )    Admin  of society security gate VZTRACK SOFTWARE AND INTERCOME SYSTEMS  and NO BROKER SOFTWARE ADMIN** |
| **8)           LIFT BRAKDOWN /PLUMBING SERVISE / ELECRICATION  AND  CIVILWORK  repaires and manintenance . ETC..** |
| **9)HANDALL TO ALL SOCIETY RELETED WORK AND OFFICE WORK .PMC.D.D.R OFFICE LETTERS,PRINT,QUERIES/QUESTION AND  VENDAR  ISSUES** |
| **10)  SOCIETY CLUB HOUSE swimming polls AND SOCITY RELETED PORGRAM ,MONITARING ALL ….** |
| **11) HANDALING  COMPLAINTS FROM SOCIETY MEMBERS ON ISSUE** |
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| **\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*            DECLARATION :          \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*** |
| **I AM HERE BY DECLARE THE ABHOVE  INFARMATION  PARTICULER  ARE TRUE AND CORRECT  TO THE BEST OF MY PRRSONAL  KNOWELDGE $ BELLERS.** |
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| **DATE: --** |
| **YOUR Faithfully** |
| **Shri -RAM MANDHARE** |