

TUSHAR SONAVANE

AT. POST: -Flat No 07, Jannat Apt, Shivrth colony, Abhiyanta nagar, Kamatwada, Nashik. 422008

Email ID: tusharbab6230@gmail.com

Mobile No: +91- 9588440974 / 7249695061

ABOUT

Enthusiastic person with an active passion for Recruiting. Love to build new contacts. Expert in strong relationship building, following and maintaining as it is the part of my job.

-Proficient in prioritizing and completing tasks in a timely manner, yet flexible to multitask when necessary, customer focused and enjoy learning new concepts and processes.

-Skilled in Operations Management, Microsoft Excel, Teamwork, Leadership, and Team Management.

EDUCATIONAL QUALIFICATION:

Name of Exam	Board/Unive rsity	College	Percentage	Year of Passin g
T.Y B. A (ECO)	Open University	YCM	Passed	2020
H.S.C(12th)	Mumbai University	SARASWATI Vidyalay, Vashind	53.19	2009
S.S.S(10th)	Mumbai University	SARASWATI Vidyalay, Vashind	52.46	2007

EXPERIENCE IN PROFESSIONAL :**1)Sourcing Executive**

Company Name - Swiggy

Dates Employed 3 Sep 2018 – 6 June 2020

Employment Duration 1 Year 10 Months

Location – *Nashik*

- Handling the Sourcing for Delivery partners
- Handling the different roles in SNO like Sourcing, Onboarding of the delivery fleet.
- Co-ordinate with the vendor for the sourcing of fleet.
- Participating the different job fairs, events and generate the new leads.

- Follow-up of delivery fleet for the logins and floating cash.
- Participating the new launches for the Swiggy.

2) Technical Assistant/Logistic Manager

Company Name- KIMOHA ENTREPRENEURS LTD

Dates Employed Feb 2016 – April 2017

Employment Duration 1 yr 2 m

Location -Jabel Ali Free Zone, ***Dubai, UAE***

- Organizes item orders by editing for price, promotions, weight compliance.
- Arranges shipments by checking stock to determine inventory levels; anticipating delivery requirements; placing and expediting orders.
- Ships items by examining items, destination, route, rate, delivery time; ordering carriers.
- Verifies items shipped by matching bills of lading; reconciling quantities; noting discrepancies.
- Keeps customers informed by forwarding notice of item availability, shipment date and method, and current status; answering questions.
- Replaces damaged items, shortages, and miss shipments by determining optimal response of replacement or credit.
- Protects organization reputation by keeping pricing, promotion, purchase order, and credit-limit information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring.
- opportunities to add value to job accomplishments.
- Interviewing prospective warehouse employees and on boarding new hires on company policies and procedures.
- Using logistical software to coordinate both incoming and outgoing shipments.
- Using organization and prioritization skills to delegate tasks to warehouse employees on a daily basis.
- Negotiating orders and delivery terms with both suppliers and vendors.

- Collaborating with senior management and other members of the supply chain on a daily basis.

1)Crew Member/CSE

Company Name- Domino's Store (Jubliant Foodworks. LTD)

Dates Employed Sep 2012 – Feb 2014

Employment Duration 1 yr 6 mos

Location- ASANGOAN

- **Customer Service Representative Job Duties:** Attracts potential customers by answering product and service questions; suggesting information about other products and services. Opens customer accounts by recording account information. Maintains customer records by updating account information.
- **Customer Service responsibilities:**
Meet & greet customers on the Front desk.
Dealing with customer concerns.
Upselling.
Processing payments: cash and EFTPOS. Pizza Maker responsibilities:
Preparing a variety of pizzas and other food items.
Hygiene and food safety.
General cleaning duties.

PERSONAL DETAILS :

Date of Birth	10 October 1991
Father's Name	Mr. S.K SONAWANE
Sex	Male
Marital Status	Single
Nationality	Indian
Language Known	English, Marathi, Hindi.
Strengths	Positive attitude, ability to work as a team leader, Ability to learn fast, Positive attitude toward work.

HOBBIES :

Listening Music, Playing Cricket, Reading News Paper, Reading Book

DECLARATION:

I hereby declare that my mentioned details are true and correct to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place:

Signature

Date:

Tushar Sonavane