

Rohit L. Wagh

MBA (Finance) B.Com
Administration and Operational Co-ordination
With Purchase and Negotiations

Mobile: ~ +91 996010 3313
E-mail:- mr.rohitwagh@live.com &
waghrohitl007@yahoo.com

Address: ~ “Shanti Niwas” Near Grampanchayat Office, At/Post: ~ Ranwad Tal: ~ Niphad
Dist: ~ Nashik. Pin: ~ 422308

CAREER OBJECTIVE

A challenging position in an organization. Where I could meaningfully and productively utilize my skills and give profitability to my organization with my potentials. Gain an opportunity to experience a dynamic, rigorous, systematic professional development in carrier for self growth as well as organization growth.

NATURE OF WORK

- Administrator for Project.
- Operational Co-ordination with day to day follow-up and getting work done from people.
- With Electronic surveillance monitor all activates throughout the project.
- Financial analysis of Product and Its price
- Preparation of Purchase Order /Work Order
- Process of Bills with help of Accounts department
- Co-ordination with Toll Plaza regarding all Grievances and Problems.
- Event organizer for the Project.
- Purchase review and Direct purchase.
- Preparation of Purchase Order for Project with help of ERP System.
- Preparation of Summaries report and presenting with management.
- Negotiation with suppliers for various products.

EDUCATIONAL QUALIFICATION

Education	Percentage
M.Com (Marketing)	Appear
M.B.A. (Finance)	55.00%
B. Com (Banking and Finance)	57.66%
HSC (Commerce)	65.66%
SSC (With Technical, Electrical, Fitting, Carpentry and Engg. Drawing)	59.06%

PROFESSIONAL EXPERIENCE

Working with **Ashoka Buildcon Ltd/ Ashoka Concessions Ltd..** From 17th May 2012 as Officer in MIS/TAMD Department (Administration, Co-Ordination, Direct Purchase, Negotiation) on **ERP** system and **Toll Administration and Operational Co-Ordination.**

WHAT I DID

1. Project Co-Ordination.
2. Routine site visit and Surprise Site Visit.
3. Routine Maintenance.
4. Process Standardization.
5. Recruitment.
6. Training and Development Session
7. Conducted Surveys and Daily Monitoring with help of CCTV.
8. Develop Product, Form and Vendors when ever required.
9. Monthly report submission of maintenance
10. Preparation of Purchase Order and Work Order.

WHAT I ACHIEVE

1. Regularize of report and reduce communication gap between management and site
2. Controlled breakdown in work.
3. Improves Communication Skill
4. Timely and easy working format
5. Improves surveillance of Site
6. Improve my presentation skill.
7. Improves Negotiation skill
8. Learn ERP system.

PROFESSIONAL SKILL

Team Work

Management and Leadership ability.

Knowledge of ERP System.

Knowledge of Computer with MS OFFICE.

Hard Working.

Quick Learner.

Business Development.

Administrative Work

Event Management

New Product development

INTEREST

- Administration
- Operational Coordination
- Financial Analysis
- Purchase
- Cost Control
- Research survey.
- Business Development.

HOBBIES

- Listening Music.
- Watching Movies/ Dramas.
- Reading Historical Books.
- Visiting at Historical Places.
- Attending Adventures Camp
- Bike Riding.
- Playing Outdoor Games

EXTRA CURRICULAR ACTIVITY

- Attended National Level Seminar On “**VIBRANT MANAGEMENT EDUCATION IS THE NEED OF INDIAN INDUSTRY.**” Co-sponsored by University of Pune.
- Participant & Success fully completed “**BENCH MARK SIX SIGMA GREEN BELT COURSE.**”
- Participant & successfully complete with “A” Grade Training Programme of “**ERP-SAP 01**”
- Having Certificate of **IBPS with score of 140.**
- Successfully Organized Cultural fest for, **K.T.H.M. College in Year 2010** as Head of Committee, Nashik.
- Arranged Trekking camp for students at various places
- Summer Internship in Bank of Maharashtra with topic of “Evaluation of Lead Bank Role With reference of Bank of Maharashtra for Nashik District”
- Successfully Organized “ASTITVA 2010-11 & 2011-12” Cultural event (for Kalyani Charitable Trust’s Kalyani Ravindra Sapkal College of Management Studies, Anjaneri, Nashik)

REFERENCE

Mr. Mukund S. Chandak,

Assistant Head Toll Operation

Head of the Department,, Ashoka Buildcon Ltd. Ashoka House, Ashoka Marg, Ashoka Nagar Nashik.

Mobile No.:- 095528 07947, E-mail:- mukund.chandak@ashokabuildcon.com & tamd191@ashokaconcessions.com

PERSONNEL INFORMATION

Name *Rohit Lahanu Wagh.*

Date of Birth *23rd Aug. 1989*

Marital Status *Unmarried*

Sex *Male*

Language Known *Marathi, Hindi, English*

Blood Group *O⁺ve*

Nationality *Indian.*

Passport Number *L6925009*

Passport Expiry Date *19th January 2024*

DECLARATION

I hereby declared that the aforesaid information is true to the best of my knowledge.

Place: - Nashik

Date: -

Signature:-

(Wagh Rohit L.)