**SAGAR SANJAY DAJMAL**

19-B, SHUBHAM PARK,

CIDCO AMBAD LINK ROAD,

NASHIK – 422 010.

Cell No.9766277932

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Date :- / / 2020

NAME : SAGAR SANJAY DAJMAL

ADDRESS : 19-B, Bldg No.3, SHUBHAM PARK,

Cidco Ambad Link Road,

Nashik - 422 010.

Date Of Birth : 10-06-1968

Educational Qualifications :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr.No. | Qualification | University | Year of Passing |  |
| 1. | B.Sc. Chemistry (Appeared) | Pune | 1987 – 1990 |  |
| 2. | H.S.C. | Pune | 1992 |  |
| 3. | S.S.C. | Pune | March, 1984 |  |

Extra Curricular Activities :

Passed English typing examination of 30wpm in 1983 & 40wpm in 1984 both in ‘A’ grade.  
  
Passed out ‘B’ certificate & ‘C’ certificate examination of Air-wing NCC in the year 1989 & 1990.  
  
Completed the training course and achieved certificate in carrying out SOLO-FLIGHT in T21-B type of Glider on 22nd Jan 89.  
  
Achieved First Grade in the PRE FLYING THEORETICAL PILOT TRAINING CERTIFICATE COURSE through THE INDIAN AVIATION ACADEMY in MARCH 92.  
  
Attended the internal auditor-training course of ISO 9000 QMS on 11th & 12th May 2002 conducted by V. P. Productivity and services.

[PARTICIPATED IN DEBATING COMPETITION FROM STD Vth to STD Xth.](http://www.linkedin.com/search?search=&keywords=PARTICIPATED+IN+DEBATING+COMPETITION+FROM+STD+Vth+to+STD+Xth+AT+SCHOOL+LEVEL%2E&sortCriteria=R&keepFacets=true" \o "Find users with this keyword)

Experience :

* **R D GROUP OF COMPANIES.-** Manager – Admin.- 20th May, 2018 till date.

Profile

RD Infra Equipments Pvt. Ltd.,

Attendance – Monitoring daily attendance of on roll employees as well as Contract Labour. Coordinate

with related contractors from time to time & resolving manpower issues.

Group V ehicles – Keeping track for renewals of insurance of all the group vehicles. Keeping track of

PUC’s as well as other related documents & related payments from time to time.

Liasoning – With Government authorities for company related work. PF & Esic Consultant from time to

time.

Housekeeping – Monitoring daily housekeeping activities for keeping the premises & enviornment of

the company Clean & Healthy.

Petty Cash – Handling daily petty cash activities for factory expenses.

**ACHIEVEMENT** –

* Bagging of Tender and getting circle for development & maintenance for next 10 years. in the name of the company at Karmoyogi Nagar. Coordinated with Architect, Civil Contractor, Electrical Engineer & various other agencies from time to time with daily reporting to Chairman & Managing Director. Coordinated for Developing the circle well within time. The circle now known as RD CIRCLE – A project one of its kind towards contribution for development of SMART NASHIK.

* **SHREESON TECHNOLOGIES PVT.LTD.** – Manager – Business Development

(Group Marketing).

March 2009 till date.

Invoicing – Generating of invoices for Export shipments as well as domestic dispatches.

SERVICE PROVIDERS – Liasoning with various service providers and developing them

through price negotiation and getting the material well within the target price as well as well

within time.

Export shipments – Handling of Export shipments for documentation as well as packing and

dispatches from works to customer destination countries. Entire coordination from receipt of

orders from customers till dispatch of finished goods and receipt of payments.

Also coordination with bank as well as concerned Freight Forwarders for submission of

required documents for export shipments as well as receipt of payments.

Domestic Shipments – Handling of Domestic shipments for documentation as well as

arranging for packaging material and dispatching the shipments through reqd transportation to

customer end from time to time.

Procurement Head – Handling the activities since last 7 years.

1. Procurement of Entire raw material right from smallest consumable items upto sheets and coils required for any and execution of all projects as well as orders received from customers. Procuring of Fasteners, CR, HR Pickled Sheets for Sheet Metal Press Component Division as well as GI Sheets and coils for HVAC Fabrication Division.

Products manufactured were Sheet Metal Switchgear Boxes as well as Ducting for various Switchgear projects.

For the first three years responsible for getting leads and generating Enquiries for Group Companies for products such as

Precision Turned Components,

Precision Machined Components,

Flanges of all types,

Fabricated Assemblies.

Pumps & Pump Assemblies.

All types of Industrial Paints & Thinners.

and converting them into Orders.

Bagged Export as well as Domestic Orders for Pumps & Pump Assemblies and Fabricated Assemblies and various products.

(Generating Enquiries from various customers forwarding them quotes as well as getting orders and executing them successfully and completing them).

Monitoring down the line team and production team for coordinating with them for execution of orders and complete documentation for effecting the dispatches to various customers.

Followup for collections with customers.

* **[COORDINATOR IN QUALITY ASSURANCE DEPARTMENT](http://www.linkedin.com/search?search=&title=COORDINATOR+IN+QUALITY+ASSURANCE+DEPARTMENT&sortCriteria=R&keepFacets=true&currentTitle=C" \o "Find users with this title)**

**[ORNATE VALVES PVT. LTD.](http://www.linkedin.com/search?search=&currentCompany=C&company=ORNATE+VALVES+PVT%2E+LTD%2E&sortCriteria=R&keepFacets=true" \o "Find users who have worked at this company)** April 2008 – February 2009 (11 months)

WORKED AS CO- ORDINATOR IN QUALITY ASSURANCE DEPARTMENT Key Responsibilities: - Complete documentation of API6D Certification surveillance audit. Complete documentation for finished valves of different types for final inspection. Arrange inspection for finished products.To arrange for various test such as radiography, magnetic particle test and various other test on castings as well as trim parts of the valves.

* [**BRANCH MANAGER**](http://www.linkedin.com/search?search=&title=BRANCH+MANAGER&sortCriteria=R&keepFacets=true&currentTitle=C)

[**PRAKASH AIRFREIGHT PVT. LTD.**](http://www.linkedin.com/search?search=&currentCompany=C&company=PRAKASH+AIRFREIGHT+PVT%2E+LTD%2E&sortCriteria=R&keepFacets=true)November 2007 – March 2008 (5 months)

Key Responsibilities: - To monitor daily activities of the entire branch. To monitor the daily accounts of the branch. To monitor the business development activities by increasing the customer base.Monitoring sales team.

* [**MARKETING MANAGER**](http://www.linkedin.com/search?search=&title=MARKETING+MANAGER&sortCriteria=R&keepFacets=true&currentTitle=C)

[**AUTOMAKERS BODY PVT. LTD.**](http://www.linkedin.com/search?search=&currentCompany=C&company=AUTOMAKERS+BODY+PVT%2E+LTD%2E&sortCriteria=R&keepFacets=true)November 2005 – October 2007 (2 years)

Responsibilities :- To build & develop customer base throughout entire Maharashtra, Vidharba & Gujarat for emergency response solutions such as AMBULANCE orders for various types of Mobile clinics, Hospital on wheels, Blood banks on wheels,Etc., Emergency life saving equipments.

* [**BRANCH MANAGER**](http://www.linkedin.com/search?search=&title=BRANCH+MANAGER&sortCriteria=R&keepFacets=true&currentTitle=C)

[**PRAKASH AIRFREIGHT PVT. LTD.**](http://www.linkedin.com/search?search=&currentCompany=C&company=PRAKASH+AIRFREIGHT+PVT%2E+LTD%2E&sortCriteria=R&keepFacets=true)October 2004 – September 2005 (1 year)

BRANCH MANAGER IN NASHIK BRANCH   
Key Responsibilities: - To monitor daily activities of the entire branch. To monitor the daily accounts of the branch. To monitor the business development activities by increasing the customer base. Monitoring sales team. To Monitor deliveries of incoming shipments and collection of outgoing cargo to the hub.

* [**WORKED AS HRD MANAGER .**](http://www.linkedin.com/search?search=&title=WORKED+AS+HRD+MANAGER+%2E&sortCriteria=R&keepFacets=true&currentTitle=C)

[**PRECISE VACUUM SYSTEMS PVT. LTD.**](http://www.linkedin.com/search?search=&currentCompany=C&company=PRECISE+VACUUM+SYSTEMS+PVT%2E+LTD%2E&sortCriteria=R&keepFacets=true)January 2001 – August 2005 (4 years 8 Months)

COMPANY ENGAGED IN MANUFACTURING OF VACUUM PUMPS & SYSTEMS.   
Responsibilities: - Handled complete ISO documentation for the company. Conducted Employee satisfaction survey index for the entire staff & workers.  
Responsible for arranging imports of the shipments. Managing day-to-day HRD activities and staff welfare activities. Monitoring the Sales Team, Forwarding Quotations to customers, Followups for payment collection of payments.

* [**EXECUTIVE - SALES & OPERATIONS**](http://www.linkedin.com/search?search=&title=EXECUTIVE+-+SALES+%26+OPERATIONS&sortCriteria=R&keepFacets=true&currentTitle=C)

[**AIRFREIGHT PVT. LTD.**](http://www.linkedin.com/search?search=&currentCompany=C&company=AIRFREIGHT+PVT%2E+LTD%2E&sortCriteria=R&keepFacets=true)January 1996 – December 2000 (5 years)

Responsibilities: - Arranging & monitoring deliveries and pickups of cargo consignments. Billing and collections from the customers. To handle business development activities. To monitor activities of the junior staff for day to day activities.

* [**PROFESSIONAL TYPIST**](http://www.linkedin.com/search?search=&title=PROFESSIONAL+TYPIST&sortCriteria=R&keepFacets=true&currentTitle=C)

[**SAGAR ENTERPRISES**](http://www.linkedin.com/search?search=&currentCompany=C&company=SAGAR+ENTERPRISES&sortCriteria=R&keepFacets=true)January 1991 – December 1995 (5 years)

COMMERCIAL TYPING JOB WORK.

(Sanjay Dajmal Sagar)

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