**SANDEEP P. MANE C:\Documents and Settings\user\Desktop\download.jpg** +91-8308473003

MBA PGDM  **C:\Documents and Settings\user\Desktop\images.jpg** [Manesandipp007@gmail.com](mailto:Manesandipp007@gmail.com)

Digital Marketing Certified (Lips India Instituted, Pune)

**Executive Profile**

* MBA PGDM
* **Career Objective**

To pursue a career with a company which encourages creativity and offers an opportunity to learn and develop, and wish to utilize and enhance my potential and technical knowledge.

**Academics**

* MBA PGDM (Marketing) with a Grade from Pune, Savitribai Phule University, Pune.
* Digital Marketing Certificate From Lipsindia Instituted ,Pune
* Adobe-Photoshop Certificate, Pune
* B. Sc. (Computer Science) with 67% from Latur, Swami Ramanand Tirth Marathwada University, Nanded.
* 12th Science with 2nd Class (50 %) from Osmanabad, Latur Board.

**Computer Skill-Set Summary:-**

|  |  |
| --- | --- |
| * MS –Excel | * MS-Office |
| * ERP Tally ( GST ) | * Power point. |
| * E-Commerce Client Panel Handling | * Magento S/W Dashboard Handling |

**Industrial & Technical Proficiency:**

|  |  |
| --- | --- |
| * Resource Management | * Receipt and invoice Management |
| * Supply Chain Management | * Vendor Management |
| * Online Portal Management | * Product Management |
| * Account Reconciliation | * Inventory Management |
| * Team Management | * Online Portal Management Shopify, Meganto, Uniware, Uni-commerce |
| * Business Management | * Daily Operation Management |
| * Listing Brand on E-commerce Portal | * Managing ,Hiring, Training to Team |
| * Manage Administration | * Facility Management |

**Project Highlights:**

|  |  |
| --- | --- |
| 1. Project: - “A Study on Retailer Survey &   Retailer Account Management  Laxmi Dudh Sangh, Barshi” | Post-Graduation Final Project |
| 2. Project: - “Fertilizer Shop Management in Java “&  “Hotel Management in C# “ | Graduation Level Projects (Mini & Final) Project |

**Communication Languages**

* English (Skilled proficiency with Speak, Read & Write).
* Hindi (Skilled proficiency with Speak, Read & Write).
* Marathi (Skilled proficiency with Speak, Read & Write).

**Job Experience:**

* **Saxam Earth Private Limited, Pune (**

**(**Job Profile: Sales Executive (Real Estate Company)

* **Geoinfo Services** New Mumbai (1 April -2015 To 30- Oct -2016)

(Job Profile: BDE (**Business Development Executive & Account Assistant**)

(I was done by this Project in Water Supply Scheme and City Development plan)

1. Jalna City Sewerage System Plan execution .as a Team Leader and accountant.

2. Talegaon Dabhade water supply scheme. As BDE and Billing Payment.

3. Thane District Barvi Dam Survey Work Billing and payment.

* **Ameya BuildCon Pvd.Ltd** Pune (1- Nov -2016 To 15- Nov -2017)

(Job Profile: Accountant Assistant

Chiplun Central Plant.

NH-66 National Highway Bridge)

**Current Job**:

**Benoit. Fashion Private Limited Pune (E-Commerce)**

(Job Profile: **Assistant** **Operation & Admin Manager**

Pune Head Office)

(Benoit. Fashion is one of the retail sector E-Commerce Company they are doing offline and online E-Commerce Business)

**(20-Nov-2017 to till Date**)

* Review and Manage Retarget Campaign.
* Responsible for setting up system and operation procedures within e-commerce department for inventory Management, order Processing & Customer Services, vendor management, Supply chain management, Team management.
* Worked with Marketing Team to implement google ads, SEO technique, Facebook marketing & Social Media Marketing, Instagram Marketing.

**Personal profile**

|  |  |
| --- | --- |
| **Date of birth** | 7th May 1994 |
| **Gender** | Male |
| **Marital Status** | Single |
| **Personality** | Win-Win and Can-do Attitude, Positive, receptive to new ideas & technology. |
| **Nationality** | Indian |
| **Hobbies** | Music, Traveling, Reading, Net Surfing. |
| **Address** | At/Post- Nagulgaon, Tal- Kallamb, Dist-Osmanabad- 413507 Maharashtra, (M.S.) India. |

I hereby solemnly declare that all information given above is true and correct to the best of my knowledge.

Date:

Place: Pune

Thank You.

You’re faithfully.

**(Sandeep P. Mane)**