
PRATIK MAHENDRA WAGHMARE

Omkar CHS, Room No. 1/2, Building No. A-17, Sector 26,
Vashi, Navi Mumbai – 400703

 **Mobile:** +91 96532 51225 |  **Email:** radhepratik@gmail.com

CAREER OBJECTIVE

Motivated and dedicated professional seeking a challenging position where I can utilize my skills in administration, operations, and technical support to contribute to organizational success. I aim to leverage my experience and willingness to learn in a dynamic and growth-oriented environment.

PROFESSIONAL EXPERIENCE

1. ILM UX Pvt. Ltd. – Mahape, Navi Mumbai

Position: Sr Admin Executive

Duration: 2023 – Present

Key Responsibilities:

- Managing day-to-day administrative operations and facility management.
 - Coordinating with departments to ensure smooth workflow and office maintenance.
 - Maintaining attendance records, vendor coordination, and inventory control.
 - Assisting HR and accounts teams with documentation and logistical support.
-

2. Lodha i-Think – Thane

Position: BMS (Building Management System) Operator

Duration: 2021 – 2023

Key Responsibilities:

- Monitored and operated BMS systems to ensure efficient building operations.
 - Handled maintenance schedules, HVAC systems, and energy management.
 - Ensured compliance with safety and operational standards.
 - Assisted facility management team in troubleshooting system issues.
-

3. Amazon (Franchise Store) – Vashi, Navi Mumbai

Position: Store Owner / Manager

Duration: 2018 – 2021

Key Responsibilities:

- Oversaw daily store operations including inventory, sales, and customer service.
 - Managed staff schedules and ensured adherence to company policies.
 - Handled financial transactions, cash flow, and vendor relations.
 - Improved store performance through efficient stock and customer management.
-

4. Vijay Cargo Movers – Vashi, Navi Mumbai

Position: Accounts Executive

Duration: 2015 – 2018

Key Responsibilities:

- Managed billing, invoicing, and account reconciliation.
 - Prepared financial reports and maintained documentation.
 - Assisted in logistics coordination and client communication.
 - Supported management in operational decision-making.
-

EDUCATIONAL QUALIFICATION

- **Diploma in Computer Technology** – 1st Class
 - **SSC (Secondary School Certificate)** – 72%
-

TECHNICAL SKILLS

- MS Word, PowerPoint, and Basic Excel
 - Computer Hardware and Networking Fundamentals
 - Building Management Systems (BMS) Operations
 - Administrative and Facility Management Tools
-

PERSONAL DETAILS

- **Date of Birth:** 14 October 1991
 - **Marital Status:** Married
 - **Languages Known:** English, Hindi, Marathi
-

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I look forward to the opportunity to contribute positively to your esteemed organization.

Place: Navi Mumbai

(Pratik Mahendra Waghmare)