



# Resume

Name : Prasad Mhapralkar -- Sec-19, teen taki, koparkhairane.  
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## OBJECTIVE

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To acquire substantial professional skills, to achieve responsibility and implement. ideas, to achieve knowlegde for the benefit of corporate, to build my career & organization skill fully.

## EXPERIENCE

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25/12/2018

- **BOMBAY STOCK EXCHANGE (BSE), ( As Apprentice )**

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15/01/2020

Basic Knowledge of Computer Application: Basic Excel, MS-Office & Internet.

Job info: collecting and entering data, filing and paper work, verifying and updating changes, Emailing, calls attending and maintaining sheets.

Handled various back-office operations including data entry, documentation, record keeping, and report generation. Assisted in processing administrative tasks, maintained databases and filing systems (physical and digital), coordinated with other departments for smooth workflow, and supported customer service and internal communication processes.

05/02/2021

- **Amazone warehouse, (Pranav associate) ( As receiver )**

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15/12/2021

- Picked products as per order requirements, affixed barcodes, and forwarded items to the packing section. Maintained accurate inventory records and reports.

24/03/2022

- **Dunzo digital pvt ltd. ( Inward executive & store Assistant.)**

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10/11/2023

- Managed inventory operations, including identification, dispatch, and quality assurance of goods. Conducted regular audits, handled wastage disposal, and prepared and emailed detailed inventory reports

24/01/2024

- **Curefoods India Ltd.**

- Present

- Office Administration. • Calendar & Meeting Management. • Documentation & Filing.

- Inventory Management. • Vendor Coordination. • Staff Support & HR Assistance. • MS Office (Excel, Word). • Oracle/peoplestrong/CFI Dashboard.

- Payroll support. • Managed day-to-day office operations including scheduling, supply ordering, and vendor coordination.

- Maintained employee records and assisted HR with onboarding documentation.

- Organized and scheduled meetings, appointments, and travel arrangements.

- Handled petty cash and coordinated with maintenance for bill payments.

- Supported senior management with calendar management and communication.
- Maintained filing systems (physical and digital). • Prepared invoices and managed office correspondence.
- Assisted in organizing company.

## EDUCATION

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| 2016 | <ul style="list-style-type: none"><li>• <b>Manisha school, Navi Mumbai.</b><br/>Passed S.S.C from maharashtra board with second class in the year 2016.<br/>62.42</li></ul>              |
| 2018 | <ul style="list-style-type: none"><li>• <b>ITI Mandavi mumbai city.</b><br/>ITI Pass ( computer operating and programming asistant ) COPA.<br/>61%</li></ul>                             |
| 2020 | <ul style="list-style-type: none"><li>• <b>Sushma Patil school and clg (New mumbai).</b><br/>Passed H.S.C from maharashtra board with second class in the year 2020.<br/>44.46</li></ul> |

## LANGUAGES

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- English, Marathi, Hindi.