

Saurav Dattatray Mahamulkar

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New Panvel (W), Raigad, Maharashtra

Professional Summary

Motivated and detail-oriented B.Com graduate with hands-on experience in logistics documentation at Proventus Agrocom Pvt. Ltd. Skilled in MS Office, Advanced Excel, and Tally with GST. Strong communicator and quick learner with a consistent track record of reliability, teamwork, and adaptability under pressure.

Professional Experience

Prov Foods Pvt. Ltd.

Operation Associate (Logistics & Documentation)

📍 Kopar Khairne MIDC, Navi Mumbai | 📅 Sep 2023 – Present

- Managing logistics documentation in compliance with company standards
- Coordinating inter-departmentally to ensure timely and accurate shipment records
- Maintaining both digital and physical freight and dispatch records

Education

Bachelor of Commerce (B.Com), University of Mumbai – 2024 |

HSC (12th), Maharashtra State Board – 2020 | 58%

SSC (10th), Maharashtra State Board – 2018 | 67.60%

Skills

Technical Skills:

- MS-CIT, Advanced Excel, Tally with GST
- Typing: English/Marathi – 30 WPM

Soft Skills:

- Communication & Interpersonal Skills
- Team Collaboration
- Time Management & Pressure Handling

Core Strengths

- Quick learner and results-driven
- Hardworking and self-disciplined
- Strong aptitude and organizational abilities
- Reliable team player with punctuality

Personal Information

Date of Birth: 17 April 2002

Marital Status: Single

Languages Known: Marathi, Hindi, English

Hobbies: Travelling, Swimming, Playing Games

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