

## **HEMANT SUBHASH CHAVAN**

4/31, Bharat Sawali, Sakharam Complex, Koper cross road, Dombivali West - 421201

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### **CAREER OBJECTIVE:**

I Like to work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organizational objective.

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### **ACADEMIC QUALIFICATION:**

- H.S.C from Mumbai University
  - S.S.C from Maharashtra Board
  - T.Y.B. Com from JRN Rajasthan Vidyapeeth
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### **PROFESSIONAL QUALIFICATIONS & CERTIFICATION:**

- Completed - (MS – CIT)
  - English Typing Passed 30 & 40 Speed.
  - Marathi Typing Passed 30 & 40 Speed.
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### **PROFESSIONAL EXPERIENCE:**

**Organization:** Global Trade Logistics

**Location:** Mumbai

**Designation:** Admin/Logistics

**Duration:** Working from 5<sup>th</sup> Nov 2018 to till now

#### **Role and Responsibilities:**

- Strictly adhering to office policies and procedures, especially regarding confidentiality
  - Schedule and coordinate meetings, appointments, and travel arrangement for supervisors and managers.
  - Providing administrative and clerical support (mailing, scanning, faxing, copying, filing).
  - Purchase and maintained office supply inventories, always adhering to budgeting practice.
  - Acting as a point of contact for clients
  - Maintaining electronic and/or hard copy filing system
  - Write weekly and monthly global transportation reports.
  - Produce bills of lading and update shipment status information.
  - Monitor shipments to guarantee on-time delivery.
  - Finish all necessary customs documents and other paperwork.
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### **PROFESSIONAL EXPERIENCE:**

**Organization:** Isagro Asia Agrochemicals Private Limited

**Location:** Mumbai

**Designation:** Office assistant (SAP Operator)

**Duration:** 1<sup>st</sup> November 2017 to 31<sup>st</sup> October 2018

#### **Role and Responsibilities:**

- Managing travel and expenses reports for department team members
- prepared documents for data entry
- Verified, updated and corrected source documents.

- Entered data into designated database and forms
  - Routed data to appropriate staff
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**PROFESSIONAL EXPERIENCE:**

**Organization:** Reliance Jio, Payroll of Riddhi Corporate Services Pvt. Ltd

**Location:** Mumbai

**Designation:** Customer Care Associate (SAP Operator)

**Duration:** 18<sup>th</sup> January 2016 to 31<sup>st</sup> July 2017

**Role and Responsibilities:**

- Validating company's documents and activating bulk Jio connections.
  - Review and check applications and supporting documents
  - Communicate with applicants over the phone and in person.
  - Audit on-line applications for accuracy and completeness
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**PERSONAL DETAILS:**

**Date of Birth** : 13<sup>th</sup> June 1990

**Marital Status** : Single

**Sex** : Male

**Languages Known** : English, Hindi and Marathi

**Hobbies** : Travelling and Sports

**Passport Details** : S8308011

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**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge.

PLACE -

Signature

DATE -

(Hemant Subhash Chavan)