

RESUME



Sainath Pawar

Objective

To work in a challenging atmosphere with people who will enhance my knowledge and experience. With that experience and knowledge I can contribute in the growth of that organization.

Personal Information

Name : **Sainath Rajaram Pawar**

Date Of Birth : 14 November, 1981.

Address : Room No.104, R. K. Apartment,
Behind Radha Krishna Mandir,
Dongarpada, Virar (West), Palghar-401303.

Mobile No. : 9819933921

Email ID : sainathp81@gmail.com

Nationality : Indian

Strength : Hand working, Honest, Multitasking, Attention to
details, Team player

Qualification

College / University / Board	Qualification	Year of Passing	Percentage / Grade
Chetana College of Arts & Commerce / Mumbai Board	H. S. C.	1999	57.67%
St. Lawrence High School / Mumbai Board	S. S. C.	1997	65.60%

Other Qualification

Computer Knowledge : Diploma in Office Automation (DOS, MS-Office, DTP), from Keerti Computer Institute with A-Grade.

Language Known : English, Hindi, Marathi.

Hobbies : Listening music, singing

Work Experience

1) Samkit Engineers (23-Oct-18 – Till date)

Working as **Admin & Purchase Associate**

1) Take care of general administrative work. 2) Make travel and hotel arrangement for the Directors. 3) Handle vendor bills. 4) Get Quotations for the required materials and negotiate on rates. 4) Make Purchase Orders for the required materials. 5) Doing research for their new Agro business they are about to start. 6) Documentation and Bank work.

1) TATA International Ltd.

(Deputed through Innovosource Pvt. Ltd.) (14-Nov-2016 – 13-Apr-2018)

Working as **Office Assistant** (Admin Dept.)

1) Taking care of vendors invoices, make voucher, follow up with vendors of mandatory documents, and follow up with accounts of different divisions for vendor payments. 2) Make PO's on SAP. 3) Keep stock of stationery, brewerages and cleaning material. Procure material as and when required. Take quotation for new material or service required, negotiate accordingly. 4) Make monthly budget file, make various MIS of various expenses incurred in the company (i.e. Travel, Hotels, Guest House, Regular office expenses etc.). Provide provision sheets. 5) Make arrangements for meeting and events. Help in up keeping of office premises and see everything run smoothly. 6) Also help in dispatch division as and when required.

2) Smartline IT Solution Pvt. Ltd. (30-Dec-2015 to 12-Nov-2016)

Working as **Desktop Support Engineer -**

Coordinator Job Profile

Client Servicing: 1) Attend client complaints. Coordinate with engineers / vendors and get it resolved. 2) Take care of clients requirement with regards to IT support i.e. goods and services. 3) Coordinate with dealers and distributors to get the best quotations of goods required. 4) Send quotations to client. 5) Follow up for new orders. 6) Vendor management. 7) Make cold calls to generate new business opportunity for the company.

3) HRebc (01-Feb-2011 to 31-Aug-2015)

(Human Resource Employment Background Check)

Worked as **Lead-Operations** in a background verification company.

Job profile:

Admin: 1) Supervise and coordinate daily activity of staff. 2) Maintain management information system. 3) Manage business premises and other facilities. 4) Provide annual estimation of expenditure. 5) Maintain all the essential official documents. 6) Coordinate with different vendors.

IT: 1) Have knowledge of basic IT related issues (hardware and networking). 2) Solve computer and IPPBX (Telephone lines) related problems faced by employees. 3) Coordinate with IT vendors and get the issue resolved asap etc.

Accounts: 1) Make monthly billing sheets. 2) Follow-up with clients for payments. 3) Make monthly MIS of the business incurred. 4) Handle vendor payments. 5) Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements. 6) Coordinate with company CA for regular payment of all the applicable taxes.

HR: 1) Give basic induction to newly joined employees. 2) Complete their joining formalities. 3) Conduct background verification of all the new joiners. 4) Issuing letters. 5) Preparing monthly salary sheets. 6) Solving employee issues by discussing it with the management. 7) Completing the exit formalities.
(Have complete knowledge of Background Verification Process)

4) Planman Consulting (Insight Screening) (10-Jun-2006 to 08-Nov-2010)

Worked as a **Sr. Associate** in verification department of Insight Screening. We conduct background checks.

Job profile:

Initially use to handle address verification team, initiate the cases for address verification, update the logs, maintains various log, handle expense incurred for various verifications, make reports templates for cases received. Also handle the telephone verifications process. Getting the scanning of CDF's done. Do audit of reports and various logs maintained. Basic administration work. Was also a part of an employment verification team for some time. Handle monthly billing sheets, various reports, MIS, trackers and other activities.

5) For Rajan Jayakar (Harish Chopra, C.A. Firm) (June 2005– 9-Jun-2006)

(a) **e-Serve International Ltd.** (On Contract)

Worked as a **Data Entry Operator** in HR Dept. on HRIS & Armor software used by HR. Job profile:

Updating all information of employees in software i.e. from the basic details, promotion, transfers, appraisal, resignation etc. Prepare reports, maintaining various trackers, and collecting appraisal data of employees. During audits check all files are well maintained, all documents are present in file. Follow up for missing documents with Relationship Managers of respective processes. Handle medical insurance and hospitalization covers of employees.

6) For Ekta Computation Mngt. Services. (March 2001 –May 2005)

Worked as a Data Entry Operator, deputed at clients place.

Yours faithfully,

Place: Mumbai.

Date:

(Sainath R. Pawar)