

Curriculum Vitae

SANDEEP S HARNE

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**Designation: Admin Executive /
Back Office**

Career Objective

I will enjoy being a part of a leading corporate team. Quick to grasp new ideas and concepts and develop, innovate and come out with creative solutions to problems. I am able to work well on my own initiative and can demonstrate the high levels of motivation required to meet the closest of deadlines. I possess a strong ability to perform effectively during the most pressurized conditions.

Skills.

- A creative, motivated, quick learner.
- A dynamic team member with proven abilities to be a part of a team during various phases of project.
- Knowledge in Hardware and Networking.
- Excellent working knowledge of all Microsoft Office packages.
- Ability to manage data entry and workflow via online systems, databases, and web sites
- Remarkable experience in administrative area.
- Excellent spelling, proofreading and computer skills.
- Ability to maintain confidentiality.
- Ability to multi task and manage conflicting demands.

Educational: -

Course	Institute	University	Year	Grade
T.Y.B. A	YCMOU	Nasik	2016	51.33%
H.S.C.	K H College, Gargoti	Kolhapur Board	2004	55.67%
S.S.C.	New English School	Kolhapur Board	2002	52.53%

Experience: -

Company:	SPENTA ENCLAVE PVT LTD.
Address:	NARIMAN POINT
Company Profile:	Real Estate Builder
Projects:	Altavista Chembur, Medius Matunga, Nova Thane, Palazzio Sakinaka.
Duration:	May 2017 to Till Date
Designation:	Admin Executive / ERP Farvision
Responsibilities:	<ul style="list-style-type: none">➤ Responsible for handling the petty cash and keeping the record of expenses➤ Putting Invoices, Purchase order, Work order & Many things in Farvision➤ Responsible for maintaining the records of office inventory.➤ Distributing the stationary as per requirement and keeping the record.

	<ul style="list-style-type: none"> ➤ Prepared and tracked expense reports. ➤ Was completely responsible to take care of Contractors PF and ESI. ➤ Keeping & updating important files & documents.
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Experience: -	
Company:	RHINO SERVICES
Address:	SAKINAKA, ANDHERI E
Company Profile:	Trader and Supplier of Cng Compressor Service Provider of Maintenance & Repair Service For Cng Compressor Like Air Compressors, Gas Air Compressors.
Clients:	MAHANAGAR GAS LTD, SABARMATI GAS LTD, CUGL, BGL, GGL, GREEN GAS, MNGL, RSGL
Duration:	Nov 2016 to April 2017
Designation:	Accountant Executive
Responsibilities:	<ul style="list-style-type: none"> ➤ Handling Day to Day Banking Operations. ➤ Responsible for handling the petty cash and keeping the record of expenses. ➤ Responsible for maintaining the records of office inventory. ➤ Distributing the stationary as per requirement and keeping the record. ➤ Making Invoices & Bills Making Invoices & Bills ➤ Coordinating & follow-up with vendors ➤ Tender filling & Submission. ➤ Keeping & updating important files & documents.

Experience:-	
Company:	GENNEX MARKETING PVT LTD
Address:	KHAR ROAD W
Company Profile:	BPO, Call Center
Clients:	HDFC Bank, Bajaj Finance, Idea Cellular, CRY Ngo.... etc.
Duration:	April 2012 to Till Date
Designation:	Back Office
Responsibilities:	<ul style="list-style-type: none"> ➤ Handling Day to Day Banking Operations. ➤ Responsible for handling the petty cash and keeping the record of expenses ➤ Collecting Cash from Executives (Cashier) ➤ Making Cash Schedules & Hands-off ➤ Making Invoices & Bills ➤ Responsible for maintaining the records of office inventory. ➤ Distributing the stationary as per requirement and keeping the record. ➤ Coordinating & follow-up with vendors ➤ OS & Software Installation ➤ Troubleshooting Hardware & Networking Calls

Experience: -	
Company:	SURYA TELECOM
Address:	Andheri (E)
Company Profile:	Structural Networking at all over country.
Clients:	HDFC Bank, HDB Finance, NSE, ESIC, ICICI, Power Exchange, Wipro
Duration:	August-2007 to Feb-2012 (4 Years 6 Months)
Designation:	Project Coordinator & Back Office
Responsibilities:	<ul style="list-style-type: none"> ➤ Handling Day to Day Lan & Voice Point Maintenance calls. ➤ Coordinating Projects of Lan Network Structure All over India with IT persons & Company Engineers. ➤ Managing Field Engineers as per client requirement & priorities. ➤ Day to Day reporting to seniors. ➤ Making Invoices & Bills

Other Qualifications: -	
<ul style="list-style-type: none"> • Computer Hardware & Networking 	
Includes	Troubleshooting, Software Installation, Operating System Installation, Computer Assembling, Local Network Connecting (Lan), Hard Disk Bad Sectors Removal, Formatting, Password Recovery, Backup & Restores
Tools:	Hiren Boot, ERD Commander, Ultimate Boot
Operating Systems knows:	Windows 95/98/2000/XP/Vista/win7
<ul style="list-style-type: none"> • MS-CIT with 76% 	
Includes	Microsoft Word, Excel, MS- Outlook, PowerPoint, Access, Internet Surfing, Mailing.

Personal Information	
Name:	Sandeep Shivaji Harne
Father's Name:	Shivaji Krishna Harne
Date of Birth:	10 th July 1986
Sex:	Male
Permanent Address:	601, 15/A, Sangharsh CHS, Sangharsh Nagar, Chandivali Farm Road, Andheri (E), Mumbai – 400 072
Phone Number:	+91-9867573357
Marital Status:	Married
Nationality:	Indian
Languages:	English, Marathi, Hindi.
Pan No.	ADBPH7709M
Aadhar Card No.	2125 1194 7253

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place:

HARNE SANDEEP SHIVAJI