

SACHIN DEVIDAS MAGADE

Worli Police Camp, Bldg. No. 21/4,
Sir Pochkhanwala Road,
Mumbai – 400 030
Mob. No. :9870504130
Email : sachinmagade@gmail.com

PERSONAL DETAIL

Date of birth : 26th September 1982.
Languages Known : English, Hindi & Marathi
Nationality : Indian
Marital Status : Married
Hobbies : Cricket

OBJECTIVE

Seeking an opportunity where I could get an conducive working environment in which I could enrich my existing skills, expertise & learn new there by contribute in the growth of organization.

EDUCATION QUALIFICATION

- Bachelor's of Arts S.Y. B.A. with 42%, Mumbai University.
- Bachelor's of Arts F.Y. B.A. with 40%, Mumbai University.
- Higher Secondary Education with 43.17% Maharashtra Board.
- Secondary Education with 35% Maharashtra Board.

COMPUTER PROFICIENCY

- Good Knowledge of Computer (MS-Word, MS-Excel, MS-Power Point & Internet)
- MS-CIT
- English Typing – W.P.M. 30
- Certificate Course in DTP in CAT CENTER

WORK EXPERIENCE

➤ **MANGAL MURTI FILMS PVT.LTD. ACCOUNT OFFICE**

Period of Joining : Jan. 2010 to Jan. 2015
Designation : **Manager**
Job Profile : Working as Relationship Manager,
Handling all Company & charitable trust

➤ **MANGAL MURTI FILMS PVT.LTD. ACCOUNT OFFICE**

Period of Joining : Jan. 2005 to Jan. 2010
Designation : **Office Exeputive**
Job Profile : Handling banking, data entry & all clerical work.

➤ **YOUTH FOR UNITY AND VOLUNTRY ACTION BMC**

Period of Joining : December, 2003 – February, 2004
Designation : A Research Assistant
Job Profile : All over Mumbai Toilet Department

➤ **YOUTH FOR UNITY AND VOLUNTRY ACTION BMC**

Period of Joining : June, 2000 – March, 2001
Designation : A Research Assistant
Job Profile : All over Mumbai water &Toilet Department

KEY STRENGTHS

- Energetic, Self-motive, Quick learner, Ambitious, Hard working and responsible.
- Communication and Presentation Skill.
- Interpersonal Skill.
- Adaptability and Adjustability.
- Patience and attitude towards understanding circumstances.

Date : / /

Place : Mumbai

(SACHIN DEVIDAS MAGADE)