

CURRICULUM VITAE

**CHARUSHILA JAYASINGRAO
SAVEKAR**
(M.Sc Botany)
Email: charushila143@gmail.com

PH. NO. : 91-7040141616

**ADDRESS: C/O-Anil Pisal,
Shreeji Apartment,
Laxmi Nagar lane no.1
Pimple Gurav-411061**

Objective

To work with an organization where, is a scope for self-improvement and Knowledge enhancement which will provide an opportunities to exhibit the best of my ability and contribute towards organizational development.

Educational Qualifications

Exam	Institution	Board/ University	Year of Passing	% Marks	Remarks
M. Sc Botany. (Plant biotechnology)	Fergusson college Pune	Pune (Maharashtra)	Apr- 2014	62.10%	First Class
B. Sc Botany	The New College Kolhapur..	Shivaji University Kolhapur.	Apr- 2011	63.20%	First Class
H.S.C.	The New College Kolhapur.	Pune Board	Feb- 2008	52.50%	Second Class
S.S.C	MJP High school Belavale (BKII)	Pune Board	Mar- 2006	64.26%	First Class

Computer Skill

- Certified Course in MSCIT
- Operating Systems :Windows XP/Win-7

Experience Details

**Overall Total Experience: 1.5 Years as “ Assistant Sales Manager”
1 year as “Operations Manager” and 1/2 year “ Project Co-ordinator”**

Sr. No	Company Name	Designation	From	To	Package/annum
1.	JAGTAP HORTICULTURE PVT. LTD.	Assistant Sales Manager	01 st July 2014	17 th Dec 2015	1.81 Lakhs
2.	DECENT DÉCOR PVT. LTD.	Operations Manager	12 th January 2017	31 st Jan 2018	2.4 Lakhs
3	A & S Electricals	Project Coordinator	23th Feb 2018	Till date	2.64 Lakhs

Work Profile in JHPL Pune :

About Company : Jagtap Horticulture Private Limited is one of the best retail nursery in Pune.

There are three main departments, 1. Garden Center, 2. Project department, 3. Maintenance department.

Garden Center is retail shop of plants and all garden accessories.

Large scale landscape projects are handled by Project department.

Maintenance department handles AMC of large scale garden.

There are all types of plants which can be used for landscape.

Designation : Assistant Sales Manager + Co-ordinator(Project Planning, Installation and Execution)

Function of work :

Having the Experience of Planning, Developing and Executions of Project.

Having Experience of individual handling of project like Landscape Designing.

Experience of Manpower Handling, guiding and execution.

Experience of Client meeting and fulfillment of requirement.

Experience of Project Management.

Experience of work presentation of project

Experience of handling sales client.

Experience of event management.

Experience of leading and hosting workshop's.

Work Profile in DDPL Pune :

About Company : Decent Decor Pvt. Ltd. is Interior maintenance service provider company.

Company provides painting, waterproofing, civil services etc.

Company provides service in corporate sector.

Designation : Operations manager

Function of work :

Having the Experience of Planning, managing.

Co-ordinate with staff and other workers.

Evaluation of site work.

Experience of Client meeting and fulfillment of requirement.

Records for site execution, material purchase details.

Worked as a company MR (Management Representative)

Records for ISO audit, also represented it.

Handling Back office.

Having HR work experience also (Salary, Attendance, Allowances)

Good command on MS Word, Excel, Power point.

Followed up by vendor for project work, quotations, billing etc.

Recruiting employees, taking Interviews, keeping record of attendance, leaves of employees.

Attended Vendor meetings.

Conducted Supervisor's training.

Project and Seminar

MSC PROJECT:

- Project name is “ Studies on Extraction of Algal Mucilage”
- Seminar on “ Biosynthesis and Degradation of Starch”..
- Attended seminar of “ Techniques and Applications in Bio-technology at U.G Level”.
- Attended seminar of” Recent Trends in Mycology and Pathology”.
- Attended seminar of” Concept in Biotechnology”.
- Attended workshop of “Scientific Report Writing”.

Hobbies

- Traveling, cooking new dishes.
- Listening music, singing as well.
- Learning new things.

Personal Profile

Date of Birth	: Oct 24 th 1990
Gender	: Female
Height	: 156 cm.
Blood Group	: “B” positive
Marital Status	: Married.
Nationality	: Indian
Language Known	: Marathi, Hindi, English.

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

Date

Place: Pune

Signature

CHARUSHILA JAYASINGRAO SAVEKAR