



Manish M. Potade

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Objective:

To work in a challenging and creative environment and effectively contribute towards the goals of the organization.

Professional Summary:

- Has around 15 years of experience in the Document Management in various fields.
- Has good Computer knowledge in Data Entry, Online document management and handling various software's.
- Expert in Marathi typing.
- Has good experience in writing letters required for various approvals required in various Government/ Non-Government sectors.
- Has worked as Site Supervisor in the construction field.
- Working as a freelancer for Auto CAD Draftsman for Architectural and Civil.

Educational Qualifications:

Title of the Degree	College/University	Year of Passing
SSC	Mumbai University	1996
HSC	Mumbai University	1998

Computer Proficiency:

- Application : Diploma in Computer Hardware & Networking,
MS Office 98 to 2016, Advance Excel
- O/S : Windows NT, Win 98, Win XP, Server.
- Software : Auto-Cad drafting – (Architect & Civil Engineers.)

Professional Experience:

✓ FREELANCER

As **AUTO CAD DRAFTSMAN FOR ARCHITECTURAL AND CIVIL**

Job Description: Completed multiple residential projects in 2D as well as 3D.

Duration : June 2018 to Till Date

✓ VIGHNAHARTA BUILDERS & PROJECTS PVT. LTD.

As an **SITE INCHARGE /PURCHASE ASSISTANT/STORE KEEPER**

Job Description: Supervise site, Control over Production and Quality, Documentation with MHADA & SRA, Dealing with Parties, Handling Stock, Dispatch work & Inward Outward and handle a team of people.

Duration : June 2009 to May 2018

✓ DENA BANK (REGIONAL OFFICE/RECORD ROOM)

As an **MANAGER**

Job Description : Maintained all 25 years old record
On computer & manually and handle a team of 50 people.

Duration : February 2009 to May 2009

✓ NATIONAL TRANSPORT CO. (IMPORT, EXPORT & WARE HOUSING)

As an **WARE HOUSING MANAGER**

Job Description : Handling whole warehouse, Making Storage, Dispatch & Bills, Monthly reports of Payments on Computer and handle a team of people.

Duration : January 2006 to January 2009.

✓ NATIONAL TRANSPORT CO. (IMPORT, EXPORT & WARE HOUSING)

As **COMPUTE OPERATOR**

Job Description : All types of Documentation in Import, Export, Insurance & Warehouses & Data Entry

Duration : July 2005 to January 2006

- ✓ ACME SHIPPING PVT LTD. (FORT)
As an **DOCUMENTATION ASSISTANT AND B/L CLERK**

Job Description : Meeting with clients, filing documents,
Preparing bill for Lading, Loading List,
Cargo Manifest, Collection of Freight Rates
from shipping companies, Releasing
B/L of all lines, maintaining B/L registers,
Filling Documents

Duration : January 2003 to June 2005

Certifications

Certified In	Duration	Institute
Course on AutoCAD for Architects and Civil Engineers (Level 1)	80 Hours	CADD Centre Training Services, Borivali

Other Personal Information

Sex : Male.
Date of Birth : 13th January 1981.
Marital status : Single.
Nationality : Indian.
Languages Known : English, Hindi and Marathi.
Hobbies : Photography, Reading, Music, Traveling, etc.

Personal skills

- Quick Learner.
 - Analytically strong.
 - Self - Motivated.
 - Team Player.
 - Good Communication Skills.
 - Confidence in Completing the Targets.
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(Manish M. Potade)

Date:
Place: Mumbai