

RÉSUMÉ

Sagar Ashok Gade

Address: At Post Phulgaon, Tal Haveli,

Dist- Pune , 412216

sagar.gade8989@gmail.com

Mobile Number :+91- 7263842208

Objective:

To achieve a position with excellence where I can challenge my creativity by smart and hard work. And to get my good career in Administration and back office.

Academics:

Acquired HSC from Maharashtra State Board Pune 2007.

Acquired SSC from Maharashtra State Board Pune 2005.

•Skills:

- MSCIT – May 2006- 76%**
- Computer Hardware and networking – 2009-2010**
- MS Office**
- MS Excel**

Work Experience

Nov.2018 to till date

Company: Suroj Buildcon Pvt. Ltd

Designation: Desktop Support Engineer

- Configure antivirus,software and license copy
- Hardware Installation Maintenance.
- troubleshoot problem lan
- printer install and connect to the lan
- outlook configuration repair PST file
- sharing data in lan
- Windows 7 and 10 Installation and formatting and partitions HDD

Jun 2017 to 25 July 2018

Company: Clarion Technologies Pvt.Ltd

Designation: Admin Assistant

- Manage All Office Event Activity
- Work In Microsoft Excel.
- Canteen Management
- Issue id card
- Petty Cash Management.
- Facility Management.
- Coordinate vendors with Office Maintenance
- Manage All house housekeeping Staff And Security Staff
- Manage All In-Out material, stationary And courier.
- Office outdoor Work.
- Manage reception

Sep.2013-dec 2015 date

Company: SAN STAMPINGS PVT.LTD.

Designation: Office Admin

- Handling store and work shop
- Work in Microsoft excel
- Maintain attendance sheet, and all report
- Maintain Stock Report ,Inward & Outward Material Report
- Salary structure

May 2011- June 2013

Company: Bajaj Finserv

Designation: Customer Support Representative

For Insurance process:-

- Handling customer queries.
- Supporting to the customers for insurance details.
- Maintain the data about the customers in excel.

Languages Known :

English, Hindi, Marathi.

•Strengths:

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- Research and goal oriented: A good team player with good communication skill and has an ability to work in a team.

Personal Details:

Contact Details : At.post. Phulgaon
Tel. haveli, dist. Pune
Telephone : Mob: +91 7263842208
Date of Birth : 05th October 1989.
Hobbies : listening Music, Travelling, Playing pc games

(SAGAR GADE)

DATE: