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| **Curriculum Vitae** |  |
| DURGESH PANDURANG JAMDADE | |

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| Experience Summary |

\*Param Technology 2.7 Experience.

14.FEB.2011 to 25.SEPT.2013

\*Schindler India Pvt Ltd. Pune

SAP EXCUTIVE- 3.05 years experience.

28.Jan.2014 to 30.June.2017

KONE India Pvt Ltd. Pune

27.07.2017 to till date.

SAP ADMIN /Installation Admin.

Total Experience 6.11 - Database Management

B.Sc. from Pune University.

Operating Systems : SAP,Windows XP, Windows 7.Linux (Centos)

Tools : Advance Excell,MS office tools (Expertise in working with

MS - excel), Ms world, SAP SYSTEM, Software Testing.

Domain Knowledge : Banking, Payroll, E-Commerce ,E-Governance, Share

Markets.

\*Global Claim Management.(GCM) :

Using GCM database customer share all claim details like order of extra materials, short shipment, wrong shipment as per claim class. This product allow to easy maintain County, product line, part name, part id, location & problem description. This database having global access to share claim information commodity & Non commodity suppliers & request for replacement as per claim class. Distribute Global Claim data as per IND commodity & non commodity suppliers.

\* SOCIO ECONOMIC & CASTE CENSUS:

Using this database user update all family details like member ,age, occupation, land & caste add as per ward & block numbers details .Collect all data from government employees & add to government census site as per ward & block numbers. Distribute block to government employee as per ward & government norm.

Description.

This product allows easy maintain pan no, core transaction information, Personal information.

Atm software updating as per bank information, Problem Solving. Create new domestic bank atm

Cards as per bank information Maintain account number & all document related information.

* PR /PO Proces as per complicane.
* Handle Admin related to activity.
* Raise Capex/ Opex as per requirement.
* Involves in order management as per order requisition.
* Prepare daily, monthly meeting & quarterly meeting data .
* Handle large amount of data with 100 % accuracy & Compliance.
* Update all cost details in GCM system as per materials.
* Involving all admin data analysis process like claim analysis, CPTU.
* Analysis all claim data & assign correct suppliers as per Com Non commodity suppliers.
* Involve Claim Cost updatation as per SAP system cost.
* Communicate all Non commodity suppliers for claim material via mail communication.
* Tracking Noncom claims import & export shipment.
* Update sim cards job files as per sales pulling jobs & send to concern supplier.
* Maintain top management data in excel sheet like CPTU & claims details.
* Distribute Global Claim data as per IND commodity & non commodity suppliers.
* Maintain Non commodity supplier’s claim data as per claim location & PO numbers.
* Involve claims materials inventory data management as per instruction.
* Involved daily mail analysis for claim management.
* Maintain Excel Sheet Census data & distribute Ward, block & sub block to government employee

As per ward.

* Maintain all field issue as per location, responsible person & priority.
* Maintain of all city atm center maintenance related document in excel sheet.
* Good exposure to the back office profile with work knowledge in the field of Banking.
* Updated the standard formulae and templates by monitoring the periodic modifications in the government policy.
* Experience of working in rotational shifts.
* Operator’s management & government employee’s management as per area.
* Daily count census data as per previous records & sending all information head office.
* Operator training management & providing all new update training.
* Maintain excel sheet all catalogs book & distribute all book government employees.
* Good comprehension skills with a typing speed of 35 wpm.
* Mailed the analysis results with personal comments to higher authority for further processing.
* HOBBIES : Learning new projects, Traveling, Playing & watching crickets,

Reading book, Watching Movies.

* LANGUAGES: ENGLISH, HINDHI & MARATHI.

Personal Details

* Marital Status : Married
* Father’s Name : Pandurang Shankar Jamdade
* Gender : Male

Yours Sincerely

Place: Pune durgesh jamdade

Date: