Curriculum Vitae

Kiran G Kadak

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Objective:-

To contribute towards the accomplishments of organizations goals with a smart work &to improve self strength, ability to get the job done.

Work experience:-

-Currently working as a Partner in a firm named Environ ,a sub contractor working with Pune Municipal Corporation into Solid Waste Management

-Sales officer at K Raheja Corp Pvt. Ltd., during the period of August 2010 to September 2012.

-Worked with Event Companies in Pune as a part time job in weekends for 2 years of Masters on a small scale Concert, Social Events, College Events, Sports Events etc.

-Worked with Miraj Properties (A Real Estate Broker Firm) as a Sales Executive for 8 months.

-Worked as a Sales-Admin at KRAHEJACORP in year 2015

-Worked as assistant director at  Colors Marathi Channel daily soap serial.

- Recently worked as 3rd AD in a film (Zakhm) of Mr. Satish Kaushik Directed by Mr.Virag Mishra  
- Two advertisement shoots of investment  at    Bandstandvideos/Bandstand Entertainments  
- Worked as an Actor in Mumbai Watersports festival Adverstisement teaser  
- Assisted in  Light Dept. for ZeeYuva 1st Episode of Prem Hey series  
- My own Directed Music Video – Marathi, named Majhya Bala  
Link: <https://www.youtube.com/watch?v=TDEm8wMrNDQ>  
- Currently working as a Director for a feature film on Old Age People in Pune (W.I.P)  
- Worked as an writer on short film A Gift (W.I.P)  
•Worked as an assistant on music video of a Lavani and auditions of the same.  
-Worrked as an Assistant in few photo & video shoots of pre-wedding and wedding.  
- Assisted Direction and Production team for 2 short films.  
- Worked as writer, drama assistant director, event manager and camera/sound assistant in college festivals.

Job Profile:

-At K Raheja Corp:

Attending Walk in/present Customers visiting site office.

Handling at office all front & back office work(Demand letters,Receipts,Arch.Certificates etc.).

Negotiating with customers.

Handling Banking operations for customers.

Co-ordinating with customers, brokers, & Engineers& Facility Dept. for changes in apartments if any.

Assisting 3 Sales Managers at the Site and Head Office.

Presenting information in the events and exhibition held.

Taking note of W.I.P and completed work at the site.

-At Event Management:

Preparing event presentation

Scheduling meetings with sponsors

Presentation to the Sponsors

Liasoning with Collector Office, Police Station, Municipal Corporation,Politicians,News Reportes for events(All required permissions).

Participating in every work right from deciding venue, name of the event,designing,printing arranging Sound/LightsDJ,Stadium/Grounds for tournaments, all equipments needed, till the reviews after event

Sales/Marketing of passes for Concerts, Social events, Sports Events etc.

-At Miraj Properties

    Attending Walk in/present Customers visiting site office.

          Handling at office all front & back office work.

          Negotiating with Builders/Owners of Land/Apartments/Commercial Properties.

          Tele calling/Mailing/Messaging information to the clients.

          Site visits with clients

          Fulfilling clients requirement for properties around pune.

          Sales of properties around pune.

Booking of Apartments on behalf of builder.

Job Profile at K Raheja Corp.:

All back office work (Checking Booking Form,Sending Demand/ Letters/Receipts, documentation to the bank, Broker Bills/Cheques).

Entire Registration of Flat Holders.

Attending Sales enquiry if any at the Head Office.

Coordinating with the bank for APF, customer Loan, disbursements or any other issue.

Co-ordinating with customers, brokers, & Engineers & Facility Dept. for changes in apartments if any.

Taking note of W.I.P and completed work at the site.

Calling/Mailing clients for recovery of Outstanding amounts.

Taking note of S.T /VAT changes.

Job Profile at Eviron –

Im a partner in this firm , We have government contracts of waste management in Pune

We are basically working as sub contractors in Pune Municipal Corporation and working on Solid Waste Management.

All Clerical,Liason,Legal,Admin,Technical,Accounts work is done.

Currently we have 2 Plants Operations and Maintenance with us from the start of 2016 and still going on.

Wet waste is been converted to fertiliser and distributed to the needed farmers

We charge operation and maintenance charge at Rs. 1,05,000 per plant I.e. 2,10,000 for both the Plants we operate.

Educational Qualification:-

CourseYear of PassingUniversityMarks Obtained

MBA(Marketing)July 2014Pune UniversitySecond Class

B.ComJuly 2012Pune UniversitySecond Class

H.S.CJune 2008HSC,Maharashtra, Board.First Class

S.S.CJune 2006SSC,Maharashtra, Board.Second Class

Film Making Course - Pune

Summer Project Details:-

MBA (Marketing) Title- Study on retailers preference regarding tetra packed drinks in Pune.

Computer Pro Efficiency / Short Term Courses:

MS-CIT Course(All basic knowledge of Computer/MS Office, Internet etc.)

Ashoka Buidcon Real Estate Course

Computer Hardware & Networking Short term Course

Personal Attributes:

-Excellent Administrator

-Good Communication Skills

-Ability to make team

-Leadership Quality to achieve desired results

-Energetic and Extrovert

-Adaptability

Personal details:-

Name – Kiran Gajanan Kadak

DOB –13th July 1990

Fathers Name – Gajanan Nemaji Kadak

Language Known- English, Hindi, Marathi.

Permanent Address – 101,Tulsi Apt. , S.No.54,Badhe Vasti,

                                Mundhwa, Pune.411036.

Hobbies – Participating in Film making,Events,Cricket, Internet Surfing, Events, Reading etc.

Achievements:

Participation in U.K. Tour for Cricket Matches held in the year 2008.

Playing MCA invitation,district level,club level cricket matches.

Umpiring for various matches in Pune

    Place:-

Signature                                                                                                                Date:-