

# Curriculum Vitae

**Name: Rameez Hameed Panlekar**  
**E – Mail: panlekarrameez@gmail.com**  
**Mobile: 8898551382**



## CAREER OBJECTIVE

A Position that would allow me to utilize my Skills and Knowledge in Different Areas. To always be the face of the industry and take every responsibility. Passionate about my work and career. Ready for each and every situation at any time at any circumstances. Quickly learn new skills and things.

## EDUCATIONAL QUALIFICATIONS

Degree	University/Board	Year
MBA	Indira Gandhi National Open University	Pursuing
B.Sc Aviation	NIMS University Rajasthan	2023
H.S.C	Maharashtra State Board of Secondary and Higher Secondary Education, Pune	2020
S.S.C.	Maharashtra State Board of Secondary and Higher Secondary Education,Pune	2015

## COURSES & CERTIFICATIONS

Course	University/Institute	Year
MS-CIT	Maharashtra State Board of Technical Education, Mumbai	2017
SCC	Sea Cadet Corps, Jawahar, (Sailor) Mumbai	2015
SCC	Sea Cadet Corps, Jawahar, (Sailor) Mumbai – Regatta Sailing Competition	2014
Swimming	Kamgar Swimming Pool, Dadar	2013
CPR – First Aid	National Institute of Medical Science & Research	2022

## **WORK EXPERIENCE**

- Currently NIMS University, Jaipur as an Assistant MIS (Daily Report, Admissions Letter, Welcome Letter, Enrollment) (22 July 2021 to till date)
- 3 Years experience in Samsung India Electronics Pvt Ltd (Head Office) as (Sales Executive) in store.
- Worked as an Associate at hospitality F&B department. (Banquet Hall)
- Worked at an International BPO (Pharmaceuticals) for 6 months.
- Worked as a part – time LIC agent.
- 3 months Security supervisor.
- Events – (Fire Marshal) at different property shows, modeling event.

## **COMPUTER SKILLS**

- Typing English
- MS Excel (Pivot- Table, Chart, V-lookup, H-lookup, Formatting, Count IF, Conditional Formatting, Macros)
- MS Word (Mail Merge)
- Power Point
- Photo Shop (Drawing)
- Institute forms
- ERP (eSCOP Software) (OCTOPOD)
- Google Spread sheet, Google Docs, Google Form (Including Mail Merge)
- NPF (Candidate application form)

## **PROFESSIONAL SKILLS**

- Potential to sell the product to the customer, Relationship Building, Time Management, Storytelling, Critical Thinking / Problem Solving, Product Knowledge, Business Communication, Client Engagement, Active Listening, Empathetic, Negotiation
- Hospitality.
- Efficiency with any type of Scholarship provided by National and State Govt.
- ERP and Education Based Software
- Drafting Skill in Letter, Notification and circular.
- Knowledge of Recognition, Approval and Affiliation process for new institutions body.
- Google Form Generation and Management of Database.
- Conduction of Webinar, Seminar, Symposium.
- Conduction of Inter School and college tournaments.
- Knowledge of Eligibility Criteria of Admission in Various Program.
- Administrator, Academic Knowledge for Classroom Management, Scheduling, Duty Assignments.
- Task Handling with conditions.

## **HOBBIES**

- Trekking
- Bike - Riding
- Football
- Swimming

- Wanderlust
- Sketching
- Skating

## **PERSONALITY TRAITS**

I am dynamic, confident, disciplined and accept additional responsibility without hesitation, take keen interests in job, highly analytical and take quick and balanced decisions. I am hard working and fully dedicated to organizational aims and objectives. Socially mix well with the people, create strong bonds among the group, pleasant and cheerful personality. Ready to adapt in any environment.

## **PERSONAL DETAILS**

Date of Birth : 23/08/1999  
Gender : Male  
Father's Name : Hameed Abbas Panlekar  
Mother's Name : Anisa Hameed Panlekar  
Permanent Address : Dagdi Chawl No 1, Golanjhi Hill Road Near Fatima High School, Sewree  
Mumbai – 400015

**Date: 23/07/2023**

**Rameez Hameed Panlekar**