

Mrs. Mayuri Sagar Bhosale
Email Id - mayurijadhav241993@gmail.com / mawjadhav@gmail.com
8097452335/ 9326361229

To work efficiently and intend to build a remarkable career with leading organization, which can help me to explore myself fully and realize my potential so that I can get expertise in work and achieve goals set by organization.

WORK EXPERIENCE

Elitech Machinery Pvt Ltd.

July-2022 to Till date

Administrative/Analytics Manager

- **Prepare Daily report of every customer daily basis**
- **Daily coordination with Coordinators**
- **Daily basis report send to Customers**
- **Supporting an office, and include phone, email, and calendar management, internal communications, preparing reports, maintaining office equipment and office supplies, and some human resources functions**
- **Attendance Maintaining**
- **Meetings with Customers and showing presentation**
- **Analyzing all the data (Customer Support)**
- **Analyze per engineer wise data (Monthly)**
- **Travelling Expenses Checking**

Gautam Enterprise Mumbai, India

Sept-2020 to July 2022

Administrative Manager

- **Responsibility for Dispatches of order, Samples in time.**
- **Handling all office staff and distribute work as per order.**
- **Monitoring daily basis activity and attendance.**
- **Maintaining Good professional relation with Customers.**
- **Maintaining schedule file, Outstanding File on daily basis.**
- **Preparing Quotation, Sales Order.**
- **Maintaining Stock Records on daily basis.**
- **Prepare Purchase Vouchers, booking entries making challans as required .**
- **Prepare Daily Deposit of Sales Receipts.**
- **Handling stores department & Stock management.**

Elite Tech Solution & Services Mumbai, India

Apr 2014 – Aug 2020

Customer Support /Customer Support Admin, Customer & Admin Team

- **Handling the Regional Managers and creating reports.**
- **Managing internal and external vendor activities including data collection, analyzing data.**
- ❑ **Determine resource requirements and coordinate with internal departments and external suppliers to manage the project schedule.**
- ❑ **Inform operational challenges to clients whenever required (Clients– Asian Paint, British Pants, Hero Dispenser etc.)**
- ❑ **Resolve project scheduling and resource issues with cross-functional teams.**

- **Vendor management – Building relationships with vendors partners of designing, briefing on the project details and requirements, ensuring maintenance of overall quality across projects.**
- **Managing project deliverables in line with the project plan.**
- **Monitoring project progress and performance of the manpower.**
- **Reporting - regular and timely reporting to the directors.**
- **Arranged daily stand-up meetings, facilitate meetings, schedule meetings, demo and decision-making processes in order to ensure quick inspection and proper use of adaptation process”**
- **Data Analyzing and send report to Technical Head.**
- **Documentation for the Client of the work flows and process.**

Thane Municipal Corporation, Mumbai, India

November 2012 to April 2014

Service Executive, Admin Team

- **Handling the MIS reports in excel.**
- **Handling internal and external vendor activities including data collection, analyzing data**
- **Manage day-to-day project-related inquiries and expenses.**
- **Creating reports for the refurbish products.**
- ☐ **Controlling the workers.**

Mangalmurti Enterprises, Mumbai, India

October 2011 to October 2012

Admin Support, Admin Team

- **Maintaining good relationship with the clients.**
- **Co-ordination with internal and external teams.**
- **Managing the daily work and weekly reports and expense reports in excel.**

Madhu Trading Company , Mumbai, India

April 2011 to September 2011

Computer Operator, Admin Team

- **Maintaining the Expense report for the man power used on daily basis.**
- **Client Co-ordination for the issues and creating the report for the engineers.**
- **Co-ordination with internal and external teams for refurbishment and daily expense report.**

ADDITIONAL CERTIFICATION COURSES:

- **Completed MSCIT course from recognized institute**
- **Tally 7.2 score**
- **Marathi typing (30 W.P.M)**
- **Key Skills: Photo Editing, MS Office, Operating System Windows 7, 8, 10 & Mac Documentation , Excel**

ACHIEVEMENTS:

Worked under “Rotary Club” and successfully implemented Team work and management skills

EDUCATIONAL QUALIFICATIONS

Qualification	University Name	Year	Percentage
TYBCOM	Yashwant Rao Chavan University	2015	60%
HSC	Mumbai University	2010	55%
SSC	Mumbai University	2008	64%

PERSONAL PROFILE

DOB : 24-06-1993

Languages Known: English, Hindi & Marathi

INTEREST AND HOBBIES

- **Movies**
- **Surfing streaming media**
- **Cooking**
- **Reading Novels**

I do hereby declare that the information given above is true to the best of my knowledge.

MAYURI BHOSALE

Date:

Place: