**CURRICULAM VITAE.**

* Name : RUPESH HARISHCHANDRA TAMHANKAR.
* Mobile No : 8976128798
* E Mail ID : [rtamhankar9@gmail.com](mailto:rtamhankar9@gmail.com)
* Address : Flat 304 , 3rd Floor AIM Platinum,

P P Dias Compound Natwar Nagar,

Road NO 1 Jogeshwari East ,

Mumbai 400060 .

* Date Of Birth : 05/05/1993.
* Martial Status : Unmarried .
* Hobbies : Playing Cricket.

**PROFESSIONAL EXPERIENCE .**

**1 .** Work With HTL Aircon PVT LTD In Handled Responsibilities Admin Executive 26-02-2024 To Till Date .

* Office Management : Supervising And Maintaining The Day To Day Operations Of The Office , Ensuring a Smooth & Efficient Working Environment .
* Problem Solving : Addressing Administrative Issues And Solving Problems As They Arise.
* Maintain The Office Stationery & Pantry Stock .
* Maintain The Office Accessories .
* Handled The New Joining Formalities .

**2 .** Work With Ambetronics Engineers PVT LTD In Handled Responsibilites Back Office Work ( Engineer Coordination ) 27/06/2023 To 15/01/2024.

* Monitoring The Service Engineer By Unolo App.
* Handling There Site Engineer Schedulling And Coordination.
* Follow Up Service Report & Handover To Billing Department For Billing Purpose.

**3 .** Work With Synnex Business Media PVT LTD ( Event Management Company ) In Handled Responsibilities Data Mining Department 13/12/2021 To 11/11/2022.

* Find Out The Data From Linkedin & Company Website Then Data Send To The Sales Team Then Sales Team & Call The Client .

**4 .** Work With Bajaj Finance In Last 1 Year In Handled Operations Executive 19/10/2015 To 21/08/2021 ( Contract Base .

* I Am Handled There Despatch The File , If The File Is On Hold Then Resolve It.

**PROFESSIONAL QUALIFICATION.**

* Typing Speed 40 W.P.M
* V Lookup
* H Lookup
* M.S Word
* M.S Excel

**PERSONAL QUALIFICATION**

* **H.S.C**

**RUPESH HARISHCHANDRA TAMHANKAR** . Hereby Declare That Above Information Are Correct To The Best My Knowledge.

Date :

Place : Mumbai .

**( RUPESH HARISHCHANDRA TAMHANKAR)**