**curriculum vitae**

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**SUBODH R. PATIL 204,**N2, Mohan Suburbia, Ambernath(W)

 Tel. No: **9322920183/9987851920**

 E-Mail: subodhrp@yahoo.com

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**Personal Details :**

Date Of Birth : 15th November 1974

Languages Known : English, Hindi & Marathi

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**ACADEMIC PROFILE:**

***Educational Qualification***

Passed B.Sc (Physics) Examination held by University of Bombay in May 1995.

***Additional Qualification***

1. Completed Post Graduation Diploma in Personnel Management from Principal L. N. Welingkar Institute of Management Development & Research.
2. Completed ‘DCSA’ Course (Diploma in Computer Software Applications) from Datapro Infoworld Ltd. at Kalyan Center.

**Key Strengths: Ability to Multi-task, self-motivated, leadership ability, team player,**

 **organised & disciplined approach**

**WORK EXPERIENCE:**

**Company : Dorf Ketal Chemicals Pvt. Ltd.**

Tenure : October 10, 2013 onwards

Designation : Sr. Manager – Administration

Reporting to : General Manager – IR & Administration

Job Profile :

* Liaisoning with government organisations such as MPCB, MIDC,Labour Office, Director of Industries,Fire Dept.,Mantralaya, Collector’s Office, Gram Panchayat,Police Station etc.
* In charge of all factory related licenses and maintaining legal Register
* Contract Labour Management
* Handling union,Mathadi
* Management of Buses and Hired Cars for employees, guests
* Canteen Management
* Security management
* Maintaining Leave Records
* Travel Management (Hotel stay, Air ticketing, Visa, Passports etc.)
* Events management- Organizing picnics,Annual day,Annual Cricket
* New Office Setup
* Maintenance and upkeep of buildings, office premises
* Responsible for maintaining all communication facilities –PRI , Mobiles, courier
* To initiate’ coordinate and enforce Admin systems, policies and procedures
* Managing Annual Maintenance contracts of organizational assets
* Responsible for housekeeping, drinking water, Despatch
* Leave License agreement of warehouses
* Responsible for Administration Dept. Audits
* Responsible for preparation of Admin budget and to control overall admin cost
* CSR and Gardening
* Asset Management , Stationery procurement and Distribution
* Verification of bills and timely payments to vendors

**Company : SIYARAM SILK MILLS LTD.**

Tenure : April 16, 2007 to October 9, 2013

Designation : Sr. Manager – Administration

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**Company : INFINITI RETAIL LTD. (TATA GROUP)**

Tenure : May 10, 2006 till April 15, 2007

Designation : Assistant Manager – Administration

**Company : PAN INDIA NETWORK INFRAVEST PVT. LTD.(Zee Network)**

Tenure : From November 24, 2003 till 9th May 2006

Designation : Executive - Administration

**Company : DSQUARE BPO SERVICES PVT. LTD. (Bajaj Allianz)**

Tenure : From February 01, 2003 to 20th November 2003

Designation : Manager - Administration

**Company : S.Kumars**

Tenure : August 01, 1998 to January 31, 2003

Designation : Executive - Administration

**Company : De-Nocil Crop Protection Limited**

Tenure : February 25,1997 to July 31, 1998

Designation : Office Professional - Admn.

**Company : Datapro Infoworld Limited**

Tenure : September15,1995 to February 15, 1997

Designation : Office Professional - Admn.

Strengths : Dynamic, self-motivated, leadership ability, team player,

 organized & disciplined approach

Hobbies : Listening Music, Travelling to new location