**CURRICULUM VITAE**

**Correspondence Address**

Ashok D. Pawar Mobile No. 9594919500

Room No.401, 4th floor, E-mail: ashokroha@gmail.com

Om Swami Dhan CHS, Sachin Society,

Vivekanand Nagar,Behind Adarsh School,

Kulgaon,Badlapur (East),

Taluka-Ambernath, Dist.-Thane,

Maharashtra – 421503.

**CARREER OBJECTIVE:**

Want to work with a company that not only gives me a chance to upgrade my professional skills but also allows me to expend my knowledge.

**EDUCATION QUALIFICATION:**

* M. Lis and Inf. Sc. from Bharati Vidyapith, Pune.
* B. LIS and Inf. Sc.
* T. Y. B. A.
* H. S. C. from Mehandale collage, Maharashtra Board in 1998.
* S. S. C. from New English School, Maharashtra Board in 1995.

**COMPUTER SKILLS:**

* MS-CIT from Government Course, pass in October,2006.
* MS-OFFICE from Anubhav Computer Institute.
* D.T.P. and Tally from Anubhav Computer Institute.

**ADDITIONAL QUALIFICATION:**

* Typing: 30 w.p.m. (English)

**WORK EXPERIENCE:**

Working as **Admin. Manager** in Gurjari Services Limited, B-2 /10, Bhumi World Industrial Park, Bhiwandi, Thane since **1st July, 2020 to till date.**

Worked as **Library Attendant, LibraryClerk, Store Clerk and Office Clerk** in Vivekanand Education Society’s College of Pharmacy, Chembur, Mumbai, since **1st January, 2008 to 20thMarch, 2020.**

Worked as **Office Assistant** in project entitled, “National Family Health Survey (NFHS-3)” at International Institute for Population Sciences, Mumbai, since **25th January, 2007 to 24th April, 2007.**

Worked as **Office Attendant cum Xerox Operator** in project entitled, “National Family Health Survey (NFHS-3)” at International Institute for Population Sciences, Mumbai, since **3rd September, 2000 to 24th January, 2007.**

Worked as **Office Attendant** in International Institute for Population Sciences, Mumbai, since **1st May, 1997 to 31st August, 2000.**

**NATURE OF WORK:**

* Plan and Co-ordinate administrative procedures and systems and devise ways to streamline processes.
* Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
* Manage schedules and deadlines.
* Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
* Monitor costs and expenses to assist in budget preparation.
* Oversee facilities services, maintenance activities and trades persons (e.g. electricians).
* Organize and supervise other office activities (recycling, renovations, event planning etc.).
* Ensure operations adhere to policies and regulations.
* Keep abreast with all organizational changes and business developments.
* Assisting in online Admission and Certificate Verification work.
* Typing Administrative Letters.
* Data Entry.
* Dispatch Letters and Parcels.
* Packing and Xeroxing works.
* Maintain Stationery’s, Chemical’s, Glassware’s stock regd.
* Prepared Comparative statement and Purchase Orders.
* Books purchase issue and returns.
* Numbering and Stamping books.
* Maintain all Library registers and all library work

**LANGUAGES KNOWN:**

* Marathi, Hindi and English.

**PERSONAL DETAILS:**

Name : Ashok Dattatray Pawar

Father Name : DattatraySitaramPawar

Date of Birth : 19th July, 1978.

Religion : Hindu-Maratha

Marital Status : Married

Nationality : Indian

**DECLARATION**

I hereby declare that the above information is correct to the best of my knowledge and belief.

**Place:** Thane **Ashok D. Pawar**

**Date:** 09/02/2021