

**Durgesh Vikas Shinde**  
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### **CAREER OBJECTIVE**

To enhance my knowledge and skills through sound practical exposure and utilise them to their optimum level and create a catalytic effect for the benefit of the organisation I serve. I believe in learning from past, working in present for prosperous future for joyful environment for every day.

### **CAREER HIGHLIGHTS**

**Mazagon Dock Shipbuilders Ltd. - August 2018 to till Date**  
**Designation: HR-Assistant, Data Entry Operator cum Clerk**

#### **Job Profile:**

- Update data in SAP.
- HR queries through SAP.
- Employee's Leave data updation in SAP.
- Medical data updation in SAP.
- Monitor Employees Attendance.
- Experience in assisting and supporting day to day operations for the organisation.
- Factory License's.
- Annual Return's.
- Disciplinary Actions against Workers.
- Attend court cases in High Court, City Civil Court, CGIT and 29<sup>th</sup> Metropolis Magistrate Court.
- Monthly Court Cases Reports.
- Advocates Payment's.
- Monthly Labour's Reports.
- Generate LIN Number's for MLWB.
- Maintain office Register's.

**February 2018 to July 2018 - Asmacs Pvt Ltd.**  
**Designation: Supervisor**

#### **Job Profile:**

- Maintain Daily Attendance record of workers.
- Records of overtime and Holiday Working Records.
- Maintain Employees records.
- Verification's of documents.
- Maintain office Register's.

**Abhiruchi Hotel -July 2017 to January 2018 Designation:**  
**Cashier**

#### **Job Profile:**

- Received payments and present change to customers.
- Manage the register, including all credit card and cash operations.
- Make reservation of the customers.

- Received food checks from waiters or customers.
- Ensure a balance of the register at the end of the shift or working period.

### **ACADEMIC CREDENTIALS**

<b>COURSE / DEGREE</b>	<b>YEAR</b>	<b>BOARD / UNIVERSITY</b>	<b>GRADE</b>
B. Com (Finance)	2017	Mumbai University	III
H.S.C	2014	Konkan board	II
S.S.C	2012	Konkan board	I

### **IT SKILLS**

- SAP
- Conversant with MS-Office, and the Internet.
- English Typing @ 30 wpm
- Advance Excel in 2016 (V-Lookup, Pivot table, Pivot)
- Using FLM SAPUI5

### **PERSONAL DETAILS**

**Name** : Mr. Durgesh Vikas Shinde

**Date of Birth** : 13<sup>th</sup> Nov 1996

**Gender** : Male

**Nationality** : Indian

**Material Status** : Single

**Language Known** : Marathi, English and Hindi

### **ABOUT ME**

I am a confident and helping minded person. I like to work in a team and believe that to grow in an organisation one should work hard.

**Durgesh Vikas Shinde**

**Place: - Mumbai**

**Date: - 26/02/2023**