

RAKESH P MHATRE

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Knowledge & Experience Guides Me; Innovation & Vibrancy Drives Me

- *Young & Vibrant Professional (9 years of industry experience) having handled exceptionally diverse roles & responsibilities across different industries viz. Fabrication, Shipping, etc Navy Material store.*
- *Around 9 years of experience in Administration Dept as office Administration assistant.*
- *Reliance communication(Navi Mumbai)since last 6 year as a office assistant*

CAREER HIGHLIGHTS

- ❖ *Reliance communication (Navi Mumbai) since last 6 year as a office assistant.*
- ❖ *At present with Reliance communication as office assistant Chairman`s office from 2008-2012 till date.*
- ❖ *Reliance chief executive officer(CEO) office assistant working 2 year*
- ❖ *Purnima ship fabricators Navi Mumbai 1.5 Year*
- ❖ *Aditya Infra & Engineering Navi Mumbai 2.5 Year*
- ❖ *Currently working in Purnima Ship fabricators as Administration from 2014 to till date .*

Job Profile:

Transport Management:

- ❖ *Handling Car booking for RADAG group employees as per request.*
- ❖ *Car is hired after checking the eligibility of the Employee.*
- ❖ *Daily MIS report of Car`s Hired (department and company wise).*
- ❖ *Monthly MIS of Car`s Hired (department wise and company wise).*
- ❖ *Checking and verifying the car bills submitted by the vendor.*
- ❖ *Processing the Bills after verifying and submitting for payments.*
- ❖ *Managing the Movement of Company Cars for Chairman`s Office.*
- ❖ *Managing the Movement of Cars for Company`s VVIP guests*
- ❖ *Ensuring the Company Cars are maintained in good conditions through frequent service and maintenance schedule.*
- ❖ *MIS report of the daily/monthly fuel consumption for Company Cars.*
- ❖ *Timely renewal of vehicle Insurance, PUC etc. of company cars.*
- ❖ *Buying monthly Toll passes or Company Cars and settling those expenses.*
- ❖ *Ensuring Vendor payments in time.*
- ❖ *Collecting estimates from different garages for car repairs as required.*
- ❖ *Preparing comparison statement of Estimates and forwarding for approval.*
- ❖ *Checking and finalizing the car repair bills.*
- ❖ *Handling printing and stationary store.*

- ❖ *Handling workers payment all site*
- ❖ *Outdoor duties work Responsible admin & corporate offices*
- ❖ *Following up with vendors for timely submission of bills and with accounts department for any outstanding payments.*
- ❖ *Worked with: Advertising Agency Andheri 2years. Outdoor duties work Responsible media work. advtg related work. and billing Dept in Press Bill*
- ❖ *Psf Company work all worker Esic and Pf handling. all client site filing mention*
- ❖ *Psf billing and administration work. Arrange payment monthly*
- ❖ *Site visit all India & worker solve issue. all work company related work*
- ❖ *Accounts and sales bills & parches bill check and issue payments company*
- ❖ *All site 250 workers handle for ESIC EPF issue work. and other related issue*
- ❖ *Handling material store Naval Dockyard Mumbai (ship material) 2 Years*
- ❖ *Ship supervising Manpower handling. Navy ship work Fabrication As per Shop requirement.*
- ❖ *Maintaining Material Planning for Tool Required*
- ❖ *Maintaining Material Planning for Tool Required*
- ❖ *Manage Tool Room by setting up right min/ max level of tooling Required*
- ❖ *Handling Production planning for day & night shift.*
- ❖ *Take care about Urgency of dispatch the finish material,*
- ❖ *Handling all mechanical parameters of all machines.*
- ❖ *Handling all raw materials and consumables using in individual Department.*

PERSONAL DETAILS.

Date of Birth : 20.06.1987
Marital Status : Married
Language Proficiency : English, Hindi & Marathi
Educational Qualification : Appeared for T.Y.B.A. for YCMOU 2013-14
Computer Literacy : Having Basic computer knowledge
 Ms Excel, Internet, Ms-word, MS-CIT
Typing : English Typing 40 W.P.M.

Academic Performance

<i>Examination</i>	<i>Board/University</i>	<i>Year of Passing</i>	<i>Class</i>
<i>T.y.b.a</i>	<i>YCMOU Board</i>	<i>2013-14</i>	<i>Second</i>
<i>S.y.b.a</i>	<i>YCMOU Board</i>	<i>MAY 2013</i>	<i>Second</i>
<i>F.y.b.a</i>	<i>YCMOU Board</i>	<i>MAY 2012</i>	<i>First</i>

➤ *I hereby informed that the above mentioned information is true and correct.*

RAKESH P MHATRE

26th November 2014

TO WHOM-SO-EVER IT MAY CONCERN

This is to certify that **Mr. Rakesh Mhatre** been an employee of this Organization from **1st April 2008 to 30th November 2014** in the following position as **(Office Assistant – Administration) to CEO and Chairman Office.**

During this period we have observed him as professional and discharged his work of his position very efficiently and conscientiously. His Character and conduct during this period has been exemplary.

We wish him every success in his future.

