

# Rakesh Mhatre

Office Administrative Assistant

I am an enthusiastic, energetic professional with nine years of experience in a wide range of duties and positions in the shipping and naval industries, among many.



✉ mhatrerakesh@yahoo.in

☎ 7666426208

📍 Navi Mumbai, India

## EDUCATION

### **Bachelor of Arts (Sociology)**

Yashwant Rao Chauhan University, Nashik

06/2012 - 07/2014

70%

Courses

- SOCIOLOGY

### **Maharashtra State Certificate in Information Technology (MSCIT)**

Mumbai

01/2015 - 01/2015

68/100

Courses

- Completion of state issued computer course.

## WORK EXPERIENCE

### **Reliance Communication Limited**

Koparkhairane

04/2008 - 11/2014

Navi Mumbai

Office Administrative Assistant

Achievements/Tasks

- Successfully overlooking the day to day tasks of CEO and Chairman Office

Contact : 9324059634 - Nilesh Pandhare ( Manager)

### **ADITYA Infra and Engineering**

Kamothe

02/2016 - 05/2023

Navi Mumbai

Office Administrative Assistant

Achievements/Tasks

- Duties included office handling and staff handling. Material handling and Store management

Contact : Chandrama Singh Yadav - 8655501551

### **Crestive Engineers Pvt. Ltd.**

Kamothe

05/2023 - Present

Navi Mumbai

Office Administrative Assistant

Achievements/Tasks

- Management of All workers and overlooking mega projects with client Indian Navy INS Mumbai and INS Kochi

Contact : R.S Vasan - 9323835758

## SKILLS

Site Supervising

Fabrication

Team Leading

MS Office

Compliance

## LANGUAGES

English

Professional Working Proficiency

Marathi

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency

## INTERESTS

Driving

Singing

Sports

Books