

**Objective:** To obtain a responsible and growth oriented position in System, which will utilize my strength and skills. As a professional I am creative and innovative, and looking ahead to work in a challenging environment and strive for excellence with growth of Organization.

### Professional Summary

- 18+ Years of Experience in Administration, Operation and Sales Department.
- Well Experience in Handling Microsoft word, Excel & Powerpoint
- HR related work of Appointment, Training motivation and Performance evaluation.
- Handled Sales and Marketing of Construction projects Maitree Villa and Maitreya Sunrise.
- All Real Estate Related work as Liaisoning and Sanctioning of Project, RERA Registration.
- I have keen knowledge of projects, of construction and land developing. Arrangement of Mass conference Organization of Meetings in banquets halls, Seminars.
- Possess excellent oral and written communication skills and pleasing interpersonal skills.
- Handled Sales Team in Minerava E commerce Company.
- Sales & Admin Manager in Samani Capitals .
- Administration Manager in Vardhan Buildcon

### WORK EXPERIENCE

#### Admin Manager and Project Co-ordinator

- **Handling** all Office and Site Administration work as Admin Manager in Vardhan Buildcon from Aug 2024 to feb 2025 , Handling all land purchase documentation , site administration , appointment of staff in office & on site , maintaining daily worksheet of workflow of office,
- Worked as Administration Manager and Project Co-ordinator in Samani Capitals and Vaarush Developers for last 3 & half year , Handling of all office Admin work , back office work assigning duties to staff and All Project related work Rera Registration , Rera Updation , Daily Reorting of Sales team and total project Coordination with Engineers , Architect and contractors from Feb 2021 to July 2024

#### HR Executive.

- Worked as HR executive at Belgave E commerce Company Sangli. Appointment of Sales personnel, Training, Motivating etc.  
From September 2018 to Mar 2019

#### Assistant Sales Manager.

- As Assistant Sales Manager at Minervaa E .Com Sangli .Handled Sales team, maintaining daily reports and Cross check reports, motivation on target achievement.  
Feb 2018 to Aug 2018.
- Operation Head for Construction Company, (Project of Petrol Pump Setup) Manpower Handling, Billing, Salary Sheet, Reports, etc.

#### Maitreya Group of Companies

[From Mar2001 to Sept 2015]

Worked As “Division Manager.” and Project Co-Ordinator

- Handled 16 branches of the company and their all internal work along with appointment and training of staff and setup of new branch
- Preparation of all reports from branches , Assigning task to all branches ,monitoring them , Auditing the branches, regularizing them .
- Handle companies Agents matters and motivating them for growth of business.

- Handle all project related work ( Construction and sanctioning )
- Arrangements of Mass Conference, Seminars, total arrangement from ground booking to meals and total completion of conferences.

- Staff Recruitment, training, HR related work.
- Worked on Construction Project of Company for 6 years along with Division work.
- Worked on Land Developing Work at Athni (Karnataka) (8 Acres plotting project, from liaisoning upto Selling)

## PROJECTS:-

### Project:-

- Worked on a project of Construction Sites “ Maitree\_villa a company project from development upto selling of All flats. And As Project coordinator for project “Maitreya Sunrise” from Sanctioning to selling

### Land Development Project:-

- Worked on a project Of company of Land Development at Athni form Developing and selling the plots
- Worked as Operation head at Mahaveer Constructions for Setup of Trimurti Petrol Pump.

## EDUCATION QUALIFICATION

- B.Com
- GDC&A
- Tally
- Knowledge of Word , Excel and PowerPoint
- Best Staff in Year 2001

## Extra Activity

- Arrangement of Mass Conference of Company Award functions in open and in Seminar hall , theaters . Event Management work
- Organization of .Foundation programs of companies like Natya Sparda, folk Dance competitions etc.
- Dealing with Govt liaising offices for sanctioning of files and project related works.

## PERSONAL DETAILS:-

Name	:	Jitendra A. Naik
Date of Birth	:	6th June, 1978
Marital Status	:	Married
Permanent Address	:	“Nakshtra Bunglow”, Vidhata Colony, Vishrambhag, Sangli..
Hobbies	:	Internet Browsing, New Things
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**Jitendra A Naik**

