

Resume

Plot No.16, Jai Ganga Maa
Housing Society, Gulmohar Nagar
Bharatwada Road, Nagpur – 440035.
Mobile: 9511884667

Jitendra P. Dadure.

E-Mail: jitendradadure@gmail.com

Objectives:

To perceive a challenging career in the relevant field, in which one can positively contribute towards the growth of an organization and as an individual.

Field Experience:

- **One month** Internship in **Hislop College** as **Library Assistant**.
- **One year** experience in field work as **Computer Hardware Engineer** in **Microbyte Computer Academy Nagpur**.
- **Two years'** experience (from Feb. 2010 to Jan. 2012) as **MIS Executive** in **First Flight Couriers Ltd. Nagpur (Vidarbha Regional Hub Office)**. Information generation, communication, Data processing, Documentation, Computer system, organizing data. Dealing with customer.
- **Two years'** experience (From Feb. 2012 to Dec. 2014) as **Office Executive** in **Universal Hydro Structures Pvt. Ltd., Nagpur**. Banking Work, Maintain account, fully work in MS excel, Vlookup & other MS office tools, creating quotations, purchase orders & bills; E-tendering process. Managing Office operations, Purchase, Banking, Accounting, Emailing, Documentation and System administration.
- **Five years** (from July 2015 to October 2020) as **Senior Customer Service Executive** in **Amway India Enterprises Pvt. Ltd. (C&F M/s. Micropark Infotrade Nagpur)**. **Key job responsibilities: Operations, Sales, MIS & Events Management**. Handling sales related queries, directly & indirectly interacting with customers & distributors, Organizing data & generating report & forward to regional office. Handling & Managing Promotional activities & events, Documentation & Record maintenance, Reporting to Regional head office, also experience of **Cashier & Warehouse work**.
- **Six months** (January 2021 onwards) in **Bhagyalakshmi Enterprises Nagpur** as a **Sales Executive**. Promoting products & collecting orders from retail shops. Stock, Management, Financial & banking work.

Key job responsibilities handled:

- Handled & completed MIS activities.
- Good knowledge of MS Excel, Vlookup, pivot table & other excel & office tools.

Key Skills:

- Better Administrative skills & Team leading ability.
- Active listening & Problem solving attitude.
- Good knowledge of Computer system.
- Very good in MS Excel, vlookup & other office tools.
- Good Communication & Interpersonal skills.
- More flexible & adaptable in work.

Courses Achievement:

- **Tally ERP9** (accounting Package).
- **Diploma in Computer Hardware & Networking.**
- **Diploma in Information Technology.**

(MS Office, DTP, Tally ERP 9, Oracle, Visual Basic, HTML, C-programming, FoxPro & Internet basic knowledge of all softwares.)

- **MS-CIT** in Dec.2002.
- **English Typing w.p.m** with 73% in May 2006.

Academic Profile:

- **MLISc.** With First class.
Nagpur University Nagpur.
March – 2007.
- **B.A. (English Lit)** with Second class
Nagpur University Nagpur.
March - 2005.
- **H.S.C.** with First class
Nagpur board, Nagpur.
Feb. - 2002.
- **S.S.C.** with Second class
Nagpur board, Nagpur. (March – 2000)

Personal Profile:

Name : Jitendra P. Dadure.

Permanent Address : Plot No: 16, Jai Ganga Maa Housing Society,
Gulmohar Nagar, Bharatwada Road,
Nagpur- 440035.

Marital Status : Married.

Language Known : English, Hindi, and Marathi.

Declaration:

I hereby declare that the above information as per my knowledge in concerned and promise to fulfill all the requirement of job if I get a chance.

Place: Nagpur

Yours faithfully,

Date:

Mr. Jitendra P. Dadure