

Ajay Desai

B.E. CHEMICAL

Address:

Mumbai, MH, 400092

Phone:

9049582869

Email:

ajaydesaicertain003@gmail.com

Dob:- 01/10/1993

Summary

Reliable Officer with 3yrs+ of experience. Managing front desk operations and offering general office support. Detail-oriented specialist with background coordinating scheduling and record-keeping.

Skill Highlights

- Project management
- Scheduling & Planning
- Customer relation management
- Office administration
- Innovative
- Service-focused

Experience

Officer - June 2018 to Dec 2021

DTDC, Mumbai RO, Goregaon

- Working in DTDC's central team as an Officer.
- Identifying & redressal of customer's issues.
- Preparing & maintaining weekly, monthly reports on excel.
- communicating with pan India coordinators of DTDC.
- Finding the root cause of the problems to solve it permanently.

Trainee Officer - Jan 2017 - Oct 2017

Kansai Nerolac paints ltd, Chiplun

Production Officer- May 2016-Oct 2016

Supriya Lifesciences ltd, Chiplun

Education

Bachelor of Engineering: Chemical Eng. 2015 (Distinction)

Gharda Institute of Technology, Chiplun

H.S.C. 2010-11

N.L. college, Mumbai

Languages

Hindi, English & Marathi.