

Avinash Madhav Kangare
Contact No:- 8070885050
Email:- kangareavinash5@gmail.com

~~COVER LETTER~~

Dear Hiring Manager,

Thank you for the opportunity to apply for the slot role at your company. After reviewing your job description, its clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

My Qualification has helped me to attain all required skills & qualities to perform job task before the deadline, Completed Graduation B,Sc Biotechnology and Completed Post Graduation MBA in HR.

Experience:- Total 2 yrs & 9 months experience worked as an Cashier Cum Admin Assistant and HR Trainee

Skills and Strength Fast learner, adaptability according to changes and pressures in workplace , Work effectively with diverse groups of people, Innovative in approach and committed to the job and Good communication skills, honest and punctual.

I would sincerely enjoy the chance to bring my level of professionalism and dedication to the job. I have no doubt you'll find me to be a qualified employee who would make an excellent in your organization.

If I succeed in my application, I assure you that I will perform all my duties to an exemplary standard to quickly become a team member who contributes positively to the organization objectives. **Currently I am available in Dubai (UAE) and extremely excited to join any Good Organization whenever asked and needed.**

Please contact 8070885050 or via Email:- kangareavinash5@gmail.com at to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon. Please find attached my resume for your reference.

Thanks & Regards,

Avinash Madhav kangare

CURRICULUM-VITAE

Avinash Madhav Kangare

Address:- PWD VIP Rest House Shirdi Maharashtra.

Contact No:- 8070885050 Email:- Kangareavinash5@gmail.com

CAREER OBJECTIVE

- To Provide meaningful solution to the organization in achievement of their goals and objectives, which offer a challenging stimulating work, environment that offer prospects for long term development and career growth.

WORK EXPERIENCE

- Worked 2 January 2018 To 2 March 2020 year in Hotel Sai Sahavas as an Cashier Cum Admin Assistant.
- Worked 3 March 2024 To 30 November 2024 in Gal Aluminum Extrusion

Pvt. Ltd., as an HR Trainee. **EDUCATION QUALIFICATION**

- 10th Completed from PUNE Board in 2007.
- 12th Completed from PUNE Board in 2009.
- Completed Graduation B,Sc Biotechnology from Savitribai Phule Pune University in 2013.
- Completed Post Graduation MBA in HR from Savitribai Phule Pune University in 2024.
- All Basic Knowledge of Computer.

SKILLS AND STRENGTH

- Fast learner, adaptability according to changes and pressures in workplace.
- Work effectively with diverse groups of people.
- Innovative in approach and committed to the job.
- Good communication skills, honest and punctual.

PERSONAL DETAILS

Name : Avinash Madhav kangare Father's Name : Mr. Madhav Kangare

Date of Birth : 06/04/1991

Gender : Male

Marital Status : Married

Nationality : Indian

Passport No. and Expiry Date : Y1716743 / 22-04-2034

Medical Status : Sound and Physical Fit

Language Known : English, Hindi

Roles and Responsibilities Cashier cum Admin Assistant

Factory Discipline- Plant security, absenteeism report, handling grievances on personal level and solve that mutually.

House Keeping and Cleaning Activities - Plant, machineries, offices etc.

Security co-ordination & control, Canteen, Water Management.

Visitors Management & transport administration.

Follow up with legal authorities for Electricity, Water Bill, Telephonic, and other payment process as per.

Welfare Activities - Handling canteen independently, Canteen committee, Annual day arrangements. Uniform, shoes, transport, I-card, gate pass, or any other welfare activity like rewards etc. as per process. Working on Employee satisfaction Survey as per schedule and Employee suggestion scheme

Manage transactions with customers using the point-of-sales system.

Scan products and ensure accurate pricing.

Take cash, credit and debit payments.

Issue receipts, refunds, change or tickets.

Redeem stamps and coupons.

Cross-sell or upsell products.

Resolve customer complaints and concerns.

HR Trainee

Recruitment - Need identification and assessment of requirement of the manpower, arrangement and conducting interviews, selection and joining process.

Organising walk-in & telephonic interviews.

Reference Check of new joiners.

Preparation of Offer Letter & Salary Structure, Keeping the track for expected joiners. Follow up with candidate for joining post offer.

Manpower Planning- Plan manpower as per the machine & business planed, Allocation of Manpower as per Department on monthly basis & as per business need, Manpower Report.

Joining Formalities

Prepare basic information of new joining.

Generate of Employee code & Master

Responsible for controlling personal files of employees.

Sending Introduction mail to all employees & Induction of new joiners.

Sending Information of Employee ID Cards including new bank AC opening formalities

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and if found false I am wholly responsible.

Avinash Madhav kangare