

CURRICULUM VITAE

SURESH ANANDA SHINDE

Shruti sadan, Charandevpada, Adarsh nagar, Aarey colony, Goregaon [E]. Mumbai-400065.

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OBJECTIVE & WORDS ABOUT MYSELF

An enthusiastic, self-motivated individual keen on working hard without compromising on commitment while making a mark of oneself. Core skills includes proficiency in Microsoft Office , basic Tally accounting, hands on experiences on computer software applications, using social media applications for commercial purpose and other related few editing softwares. Strong interpersonal skill and good communication, written and verbal combined with a focus on people and task management for overall better outcome and a keen eye on detail.

EARNED SKILLS

- 1.Planning and executing delegations
- 2.Human skills and self control.
3. Sales experience and appealing and communicative character. Self knowledge and Learning habits.
4. Natural talent for sales.Diagnostic and conceptual skills.
- 5.Assets valuing skill.
- 6.Able to work under pressure and Multi tasking..
- 7.Work & Time Management. Problems solving skill
- 8.Workers Management.
- 9.Handling Disputes between Workers & Management.
- 10.Place management for standard storage.
- 11.Communications skills

PROFILES PLAYED TILL DATE

- 1.Housekeeping Supervisor
- 2.Sales Coordinator

- 3.Store Assistant
- 4.Storekeeper cum Distribution Supervisor cum Sales Associate.
5. Sales coordinator cum Retail Sales Associate.
- 6.Production Supervisor cum Packing Supervisor
7. Counter Staff cum Fleet Supervisor
8. Course Coordinator.

INDUSTRIAL EXPOSURE

1. Ldpe/hdpe film, plastic shopping bags & nylon ropes manufacturing company.
2. TMT rods & knail wires manufacturing company.
3. Hotel Garments like Table runner, curtains, bedsheets, treeskirts, stockings,coaster, mats etc.manufacturing company.
4. Ready to Wear Garments manufacturing & trading company.
5. Premium Milk producing & processing dairy farms industry.
6. Tours and Travels industry with majorly Car & Bus Renting Services.
7. Aluminium PP caps & aluminium seals manufacturing company supplying to pharmaceutical companies.
8. Educational Institution & NGO's working for social welfare.
9. IT industry providing services with personal computers sales & services.
10. Housekeeping with hotel industry.
11. Industrial & Residential security.

BEHAVIOURAL SKILLS

- 1.Well Organized.
- 2.Polite Communication.
- 3.Disciplined work ethic.
- 4.Enthusiastic Work Attitude.
- 5.Efficient & Hardworking.

ADDITIONAL SKILLS :

- 1.Computer Savy. Good English Communication verbal & Non verbal.
- 2.Well versed with Computer application softwares & trouble shooting.
3. Billing & Invoice preparation,Typing & Drafting letters
- 4.Basic Accounting works.Tally & Excel working knowledge.
- 5.Basic Civil work management.
- 6.Basic Event management.

7. Adaptation to work load.
8. Cleanliness & safety conscious

WORK EXPERIENCES:

1. Worked for [M/s. Trinity Facility Management Services](#) as a Housekeeping Supervisor for 18 months on contract basis as a temporary substitute. 2020-2022.
2. Worked for [M/s. Radiant Agro Ventures Ltd.](#) as a sales coordinator for Plastic Industry for 2 years. 2018-2020. targets.
3. Worked for [M/s. Real Infrastructure Nigeria Ltd.](#) as a store Keeper assistant for steel plant for 1 year. 2017-2018
4. Worked for [M/s. Sarda Farms](#) as a Distribution supervisor cum store keeper for Milk Producing Farms for 3 years. 2014- 2017.
5. Worked for [M/s. Geeta Trade Links](#) at Goregaon west as a Supervisor cum sales co-ordinator for Garments Manufacturing company for 4 & half years. 2010-2014.
6. Worked for [M/s. Mangal Exports](#), Hotel Garments Manufacturing Company as a Production Supervisor at various departments for 3 years on contract basis. (Production dept. attachment dept. & Packing department. 2007-2010)
7. Worked for [M/s. Sumayya Travels](#), Renting a Car/Bus to corporate companies as a Counter Staff cum Fleet Supervisor For 4 years. (Night Shift) 2002-2007.
8. Worked for [M/s. NHRA services](#) as a Course Coordinator for 4 years. (2002-2007)

PERSONAL DETAILS

Name : Suresh Ananda Shinde

Date Of Birth : 04/08/1974.

Marital Status : Married. Have 2 young kids.

Passport No. : Z7232167

EDUCATIONAL DETAILS

SSC PASSED in March 1991.

HSC PASSED in March 1993.

SECOND YEAR OF BACHELOR OF COMMERCE PASSED in April 1995.

CERTIFICATE COURSE DONE IN COMPUTER APPLICATIONS IN 2000.

DIPLOMA IN COMPUTER HARDWARE APPLICATIONS in 2002.

FURTHER INTERESTED IN COMPLETING GRADUATION & LEARNING ADVANCE STUDIES.

SOCIAL ACTIVITIES

1. Member of Democratic Youth Federation of India. 2. Working with few NGO's for Child Heart Care Unit. 3. Working with Womens Organisation for womens & children social upliftment & rights to education.

THANK YOU