

Devendra Bagde



Contact :

Address:

Rolla Corniche,
Sharjah, UAE

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Education :

B.COM - DEGREE

ITMS UNIVERSITY
2011 – 2014

Certification :

- Computer
(MS Word, Excel,
Outlook, Internet)

Skill Highlights :

- Time Management
- Team work
- Leadership
- Honest
- Communication
- Problem solving
- Customer service

Summary

An organized and detail-oriented professional with extensive experience in the transportation and administrative field. Proven ability to lead, manage and motivate teams to achieve successful outcomes in a fast-paced environment.

Experience

AMEYA ENTERPRISES PVT. LTD. (Mumbai-India)

CIVIL SITE SUPERVISOR/ADMINISTRATOR (2019-Till date)

- Supervise workers and subcontractors.
- Help project managers to plan work.
- Manage orders and deliveries of construction materials.
- Organize staff work schedules.
- Check work is carried out safely.
- Complete records for site reports.
- Attend site management meetings.

SAI LINK LOGISTICS (Mumbai-India)

OPERATION MANAGER (2015-2019)

- Overseeing the day to day activities of the company's transportation department.
- Manage & guide a team of drivers & supervisors.
- Ensured to provide passengers pick up & drop on time & safely.
- Developing new ways to improve efficiency & reduce cost.
- Hiring, training & supervising employees to ensure that they are following the company's policies & procedures.
- Coordinating with other departments within an organization to ensure that the transportation needs are met.
- Investigating accidents to determine the cost of the accidents & making recommendations for preventing similar accidents in future.
- Ensuring that all vehicles are in good working condition & properly maintained.

WHEELS & MILES TOURS & TRAVEL LTD (Mumbai-India)

SUPERVISOR (2010-2015)

- Ensure implementation of day to day activities of transportation.
- Supervise workload, schedule tasks & other related functions.
- Ensure compliance of safety standards in transportation functions.
- Ensure maintenance of vehicles running in good condition.
- Implement environmental laws, procedures & processes.
- Build internal & external customer relationship.
- Manage, supervise & monitor fleet operations.

Languages :

- English - Fluent
- Hindi - Fluent
- Marathi - Fluent

Hobbies :

- Sports
- Music
- Travel

Personal Details :

Date of Birth : 14th March 1975

Passport No. : Y9988553

Visa Status : Visit Visa

Valid Till : 31st March 2024

Marital Status : Married

IFFCO TOKIO GENERAL INSURANCE CO LTD (Mumbai-India)

CLAIM COORDINATOR / ADMIN ASSISTANT (2007-2010)

- Providing advice on making a claim.
- Guiding policy holders on how to proceed with their claim.
- Analyzing claims.
- Investigating potentially fraudulent claims.
- Liaising with tradespeople to arrange repairs.
- Ensuring a fair settlement of a claim.
- Being the main point of contact for the personnel within the company and external parties.
- Greeting clients and customers, fielding enquiries in person or by phone.
- Managing the correspondence and communication of the organization such as such as phone calls, emails etc.
- Organizing executive itineraries including travel and corporate events.
- Management and supervision of other administrative personnel.

TATA INDICOM- CALL CENTER (Mumbai-India)

TEAM LEADER (2005-2007)

- Answer questions from customers, staff and provide guidance and feedback
- Ensure adherence to policies for attendance, established procedures etc.
- Keep management informed on issues and problems

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