**CURRICULUM VITAE**

**SURESH ANANDA SHINDE **

**Shruti sadan, Charandevpada, Adarsh nagar, Aarey colony,**

**Goregaon [E]. Mumbai- 400065.**

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# PROFILES PLAYED TILL DATE:

1.Therapist & Caregiver (Health Wellness)

2.Housekeeping Supervisor

3.Sales Coordinator

4.Store / Warehouse Assistant

5.Storekeeper cum Distribution Supervisor

6. Sales coordinator & Retail Sales Associate.

7.Production & Packing Supervisor

8. Counter Staff & Fleet Supervisor

9. Field Executive for Flipkart,Amazon,Aramex.

# INDUSTRIAL EXPOSURE:

1. Ldpe/hdpe film, flexible packaging, 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.
12. Online Shopping.

# WORK EXPERIENCES:

1. 1.Working for M/s. Yogmitra Impex as a Sales Co-ordinator, since Feb,2023.

2.Worked for M/s. Trinity Facility Management Services as a Housekeeping Supervisor for 18 months on contract basis as a temporary substitute. 2020-2022.

Job Profile : Supervising & managing staffs activities ensuring perfect hygienic services to the clients premises & estates. Achieved Clients appreciation for rendered services in the form of permanent contracts for further 5 years.

3.Worked for M/s. Radiant Agroventures Nigeria Ltd. as a sales co-ordinator for Plastic Industry for 2 years.2018-2020.

Job Profile : Marketing & sales of finished goods. Boosting sales on daily basis to achieve the monthly target. Monitoring sales in all other 6 branches of the company. Successfully achieved the monthly & annual target set by management.

4.Worked for M/s. Real Infrastructure Nigeria ltd. as an Assistant store Keeper for steel plant for 1 year.2017-2018

Job Profile : Supervising the store activities, stock monitoring , ensuring smooth supply of raw materials & other necessary equipments to the production departments. Monitoring Safety & minimal wastages in the production department works. Was successfully able to setup a standard for storekeeping & stock management.

5.Worked for M/s.Sarda Farms as a Distribution supervisor cum store keeper for Milk Producing Farms for 3 years. 2014-2017.

Job Profile : Supervising the Distribution activity of the Hub. Ensuring timely delivery & maintaining customers satisfaction. Successfully achieved more customers attraction to the company and boosted sales.

# OBJECTIVE & WORDS ABOUT MYSELF:

To participate as a team member in a dynamic work environment focused on promoting business growth by providing superior values and services. And about myself, is that whatever I have learned & achieved is only through hardwork & quick learning ability. Nothing gained without pain.

# EARNED/ACHIEVED SKILLS:

1.Planning and executing delegations,

2.Human skills and self control,

3. Sales experience , appealing and communicative character, Self knowledge and Learning habits,

4. Natural talent for sales. Diagnostic and conceptual skills,

5.Assets valuing skill,

6.Ability 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.

# 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

9. Driving Light Motor Vehicles.

# PERSONAL DETAILS:

Name : Suresh Ananda Shinde

Date Of Birth : 04/08/1974.

Marital Status : Married.

Passport No. : 27232167.

# EDUCATIONAL DETAILS :

* HSC passed in march 1993.
* S.Y. of bachelor of commerce passed in april 1995.
* DIPLOMA in computer hardware applications in 2002.
* Completed World Class Reflexology Course in April 2024

FURTHER interested in completing graduation & learning advance studies for career enhancement.

# SOCIAL ACTIVITIES:

1. Member of National Human Rights Association of India.
2. Member of Democratic Youth Federation of India.
3. Working with few NGO’s for Child Heart Care Mission.
4. Working with Womens Organisation for womens & children social upliftment, safety & right to education.

THANK YOU