

RAHUL VINOD SHIRSAGAR

Mobile: 8655783339

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CAREER OBJECTIVE :

A responsible, challenging & career enhancing position in the field of Management, Administration, Food & Beverage and Service department. To achieve my target with great effort and with the help of dynamic growth oriented organization.

EDUCATIONAL QUALIFICATION:

Examination	Board/ University	School /College
BACHELOR OF ARTS	DR. C.V.RAMAN UNIVERSITY	SOFTKEY EDUCATION INSTITUTE THANE.
MANAGEMENT DIPLOMA	MAHARASHTRA BUSINESS TRAINING BOARD	SES COLLEGE OF HOTEL & TOURISM MANAGEMENT THANE.
H.S.C	NATIONAL INSTITUTE OF OPEN SCHOOLING	M S COLLEGE OF ARTS SCIENCE COMMERCE MUMBRA-THANE
S. S. C.	MAHARASHTRA STATE BOARD	ENGLISH HIGH SCHOOL & JUNIOR COLLEGE THANE

WORK EXPERIENCE :

Working with **SKYGEN HEALTHCARE LTD.**
as (Administration Manager.)

From JAN 2023 to OCT 2023

Working with **GENERICPLUS PHARMACY PVT.LTD.**
as (Warehouse Administration Manager.)

From MAY 2020 to JAN 2023.

JOB PROFILE:

Plan, coordinate and manage all administrative procedures and systems
Allocate responsibilities and office space
Assess staff performance
Provide coaching and guidance to ensure maximum efficiency
Ensure the smooth and adequate flow of information within the company
Manage schedules and deadlines
Purchase new material as needed
Identify process bottlenecks
Offer solutions for improvement
Monitor costs and expenses to assist in budget preparation
Oversee facilities services and maintenance
Organize and supervise other office activities
Adhere to policies and regulations
Keep abreast with all organizational changes and business developments

Working with **Jubilant Food works Limited.** as Assistant Shift Manager

From June 2015 to March 2018.

Working with **CAFÉ COFFEE DAY** as Assistant Manager Level 1

From April 2013 to May 2015.

Working with **HOTEL UNITED 21** as position of F&B PRODUCTION

From DEC 2010 to March 2013.

JOB PROFILE:

- Complete Knowledge of Operations.
- Booking Parties and events.
- Supervise the supplies and stores.
- Developing and Implementing Procedures.
- Control System for Maintaining Hygiene and Quality Standard.
- Leading Efforts for Streamlining Process and Generating Cost Saving In Operations.

HIGHLIGHTS OF QUALIFICATION:

Computer literate : Windows, Excel, Power Point & Internet. Well – organized, Multi-tasker who creates a team environment. Keeping myself updated.

STRENGTH:

Optimist, Honest & Ability to Handle All Kind of Situations.

EXTRACURRICULAR ACTIVITIES :

-: I Like to travel to explore new places.

-:I love to do social services form which I get happiness. Social work teach us true value of things, it also make us stronger in different ways.

-: I like to play cricket, because it can be enjoy By the whole team, and delivers a massage of working as a team.

PERSONAL INFORMATION :

Address : 307, Swastik apt, D –
Wing, building no-54,
near maitri park,
kasheli- Kalher,
Bhiwandi - 421302

Date of Birth : 17th MARCH 1990

Languages Known : English, Hindi,
andMarathi Nationality: Indian.

Gender : Male.

Marital status : Single.