James

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**CAREER OBJECTIVES :**

**To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.**

**WORK EXPERIENCE :**

**Working at SANJAY DUTT PRODUCTION PVT LTD AS “ADMIN OFFICE MANAGER”**

**From August 2012 till date**

**Job Responsibilities:**

1. Resolves administrative problem by coordinating preparation of reports, analyzing data and identifying solution.
2. Maintaining vendor bill and following up with the accounts department for payment process.
3. Ensures operation of equipment by completing preventive maintenance requirement; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
4. Preparing duty roaster for office boys and updating attendance and leave on monthly basic.
5. Handling printing & stationery and housekeeping service.
6. Checking maintenance issue and functioning and resolving the matter at earliest.
7. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
8. Contributing to team effort by accomplishing related result as needed.

**Worked for RELIANCE MEDIAWORKS LTD AS A “ADMIN EXECUTIVE”**

**From July 2009 till June 2012**

**Job Responsibilities:**

1. Keeping track attendance and sending to HR team and track of travelling bill, food bills and other expensed of employees on excel sheet.
2. Maintaining vendor bill and following up with the account dept for payment process.
3. Resolves administrative problem by coordinating preparation of reports, analyzing data and identifying solution.
4. Ensures operation of equipment by completing preventive maintenance requirement; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
5. Checking maintenance issue and functioning and resolving the matter at earliest.
6. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
7. Hotel room booking for clients coming from different state and country to work on various films.
8. Handling housekeeping, printing & stationery, front desk, PRO catering service.
9. Completes operational requirements by scheduling and assigning administrative projects; expediting work result.
10. Preparing duty roaster for office boys and updating overtime on monthly basic.
11. Contributes to team effort by accomplishing related result as needed.

**Worked for ZENTA PVT LTD AS A “CUSTOMER RELATION ASSOCIATE”**

**From December 2007 to February 2009**

**Job Responsibilities:**

1. Collection on bank credit cards which is due to be paid for many years.
2. Following with the debtors on payment of credit cards bills and also making them aware of their credit report.
3. Updating the status of the payment on daily reports.

**Worked for BARISTA COFFEE LTD AS A “GUEST EXPERIENCE MANAGER”**

**From June2007 to December2007**

**Job Responsibilities**

1. Handling cash counter, Preparing daily stock inventory, cash inventory.
2. Banking daily sales and updating the sales and daily inventory by mail to the manager.
3. Encouraging staff to achieve daily sales target and maintaining hygiene check and café cleanliness.

**Worked for MUFFIN BREAK FU REP INTL AT DUBAI AS A “SUPERVISOR”**

**From February2005 to November2006**

**Job Responsibilities:**

1. Handling customer service and convincing them to order different product of coffee and muffins.
2. Handling cash counter, ordering daily stock as per café requirement.
3. Preparing duty roaster of the staff.
4. Encouraging staff to achieve daily sales target and maintaining hygiene check and café cleanliness.

**Worked for CAFÉ COFFEE DAY AS A “OPERATIONAL TRAINEE”**

**From December2002 to May 2004**

**Job Responsibilities**

1. Handling cash counter taking orders.
2. Training staff on preparation of different beverages.
3. Achieving daily and monthly sales target.
4. Encouraging staff to achieve daily sales target and maintaining hygiene check and café cleanliness.

**Worked for WATER KINGDOM AS A “CUSTOMER SERVICE EXECUTIVE”**

**From February2001 to November2002**

**Job Responsibilities:**

1. Handling cash counter taking order of guest.
2. Handling customer complains in terms of lost items.
3. Preparing daily stock inventory, cash inventory.
4. Depositing cash sales in the treasury.

**EDUCATIONAL QULIFICATION:**

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| --- | --- | --- |
| **Education** | **Year** | **Board** |
| **B.A (Public Administration)** | **2013** | **Mumbai** |
| **H.S.C** | **2000** | **Mumbai** |
| **S.S.C** | **1998** | **Mumbai** |

**PROFESSIONAL QULIFICATION:**

**Basic knowledge about computer**

**Microsoft Excel, Microsoft Word, Power Point and MIS reports.**

**PERSONAL DETAILS:**

**Languages Known` : English, Hindi, Marathi, Konkani**

**Date of Birth : 27TH July, 1980**

**Marital Status : Married**

**Nationality : Indian**

**Religion : Roman Catholic**

**Visit Status : Visit Visa**

**HOBBIES : Listening Music, Playing Football, Cricket**