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**RESUME**

**SACHIN**

**Dubai, UAE**

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* **Summary :**

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| **10 years India Experience , 1 Year Experience in Japan & 7 years Dubai Experience**   1. **BSES Limited: 1 year as an Apprentice.** 2. **Namrat Leather Goods Pvt Ltd: 3 years as a Clerk.** 3. **Mohit Jwellery Pvt Ltd: 3 years as a EDP (Electronic & Data Processing)** 4. **Gitanjali Group: 10 years as a Sales Co-coordinator ( 2 Years in India & 8 years in Dubai.** |

* **Skills & Expertise:**

1. Good Time Management
2. Accuracy In work
3. Can work with Minimum Supervision.
4. Expert in dealing with confidential data.
5. Quick Learner
6. Believe in Speedy work

* **Professional Work Experience:**

1. Company : **BSES Limited**

Duration : 1 Year (2001 – 2002)

Designation : Apprentice

Location : Mumbai, India

Job Profile

1. Preparing applications for temporary & new meters connections.
2. Verifying all require document if available for new connections.
3. Manually maintaining all the new connection Applications
4. Controlling all the Incoming and Outgoing Important Documents.

2. Company : **Namrata Leather Goods Private Limited**

Duration : 3 Year (2002 – 2005)

Designation : Clerk

Location : Mumbai, India

Job Profile

1. Handling petty cash.
2. Salary Distribution for all the workers and also making the entry in the register.
3. Tracking the pass book & bank book entries manually.
4. Preparing the Sales bills (Invoices), delivery orders & purchase orders.
5. Handling outdoor office work: Related to banks & governments offices etc.

3. Company : **Mohite Jewellery Private Limited**

Duration : 3 Year (2005 – 2008)

Designation : EDP (Electronic Data Processing)

Location : Mumbai, India

Job Profile

1. Entries of all daily transactions.
2. Handling gold stock, loose diamond stock of the department.
3. Following the customer ordered pieces as per priority.
4. Supervising all the work related activities of all employees.

4. Company : **Gitanjali Group**

Duration : 2 Year in India, 1 Year in Japan, 7 years in Dubai (2008 – 2018)

Designation : Sales Co-Coordinator

Job Profile

* **Gitanjali Group India - June 2008 – June 2010**

1. Check all the pcs as per requirement of the customers.
2. Handling stock of Gold pcs.
3. Preparing costing of customer selection pieces.
4. Displaying pieces as per collection wise & handling them untill customer visits.
5. Follow the ordered pieces in factory area to deliver the customer on time.
6. Tag & pack properly all the pcs for shipment.

* **Gitanjali Group Japan - June 2010 – April 2011**

1. Handling stock of diamond jewellery pieces.
2. Tracking all the entries of Import & Export
3. Checking all the pieces as per customer requirement.
4. Preparing the final invoice to deliver the ordered pieces to customers.
5. Make the pieces ready for Export or delivery to customer.
6. Co-ordinate with vendors and with Bombay office.
7. Follow the ordered pieces with Bombay Diamond Production factory.
8. Make a purchase order as per customer selection & requirement.

* **Gitanjali Group Dubai - June 2011 – Jan 2018**

1. Handling stock of diamond jewellery pieces & loose stone.
2. Tracking all the entries of import & export.
3. To prepare all required documents for import & export.
4. Handling all the work related to Dubai customs.
5. Coordination provided to Bombay office, Hong Kong Office, Japan Office for issues & queries related to pricing or ordered pieces.
6. Checking the prices of all received imports.
7. Answering all issues and queries received through emails.
8. Invoice Preparation & Stock Clearance, Exhibition goods handling.
9. Also handling role of stock In charge.

* **Personal Details:**

**Date OF Birth** : 2Nd Oct 1983.

**Sex** : Male.

**Nationality** : Indian.

**Cast** : Hindu Maratha.

**Marital status** : Married.

**Languages know** : Marathi,Hindi,and English.

**Hobbies** : Listening to Loud music.

**Identification Proof** : Passport

**Visa Status** : Visit Visa for 3 Month

**Driving License** :Applied.

* **Educational Qualification:**

Pass HSC from Mumbai University & F.Y. B. com from Public Night Degree College.

* **Other Qualification:-**
* Computer Basic knowledge.
* Typing 30 W.P.M.
* Good with Microsoft Excel
* Tally ERP 9.

**Declaration:**

**I assure that all the information given above is true to the best of my knowledge and belief.**

**(Sachin)**