

Prasad U. Rathod

Bandarpada, Mohane Road, Shahad west, Kalyan.

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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- Admin executive (Mumbai)
Presto info solutions Pvt Ltd (Delhi)
Participate BSNL wifi hotspots project pan maharashtra and goa.
Managing 3500+ sites and 40 team members and vendors.
Daily Reporting to project manager and government concern team.
Prepare planing and monitoring the daily progress of project increment.
Ensuring team members have the supplies and resources they need to complete their assigned tasks on the time and within their budget limits.
Performing and follow up billing, invoicing, payment, inventory and data tasks.
Providing support and documentation to the team on need basis.

Sep- 2015 - June 2020
- Admin Executive
Bag plaza (Mumbai)
Managing E-commerce platform. Like udaan, solve, Flipkart.
Create product listing, managing inventory and data.
Answering vendor and customer queries by mail and calls.
Preparing invoices and processing of payments.
Maintain office equipment and housekeeping staff.
Cordinate with logistics team and arrange pickup of goods.
Prepare agendas and travel arrangements and maintain calendar for senior schedules.
The general administration duties and providing support for all types of organisations and staff members.

Aug 2021 - March 2024
- Admin officer (Executive Assistant)
Aakash education services limited
Oversees daily administrative and support activities.
Ensures completion of all administrative tasks with the deadlines.
Identifies key areas of improvement, plans administrative processes, establishes guidelines, and implements protocols. Oversees administrative & all support staff.
Manage inventory of office supplies and organize purchasing of new material and Consumables.
Planning and Managing the budgets, monitor costs and expenses to assist in budget preparation.
Vendor Management- Establishing requirements, Placement of requisition to procurement team,
Ensure quality services, payments.
Managing and supervision of employee benefits & perquisites.
Supervision of daily services of pantry, housekeeping staff , electricians, DG operations, air conditioning maintenances & operations and other support staff. Coordinates activities by scheduling work assignments, setting priorities, and directing the contractors.
Ensures proper labor relations and conditions of employment are maintained. Liasoning with Local municipal bodies, fire brigade, Electricity staff , MIDC officials and Labour inspectors etc.
Maintains records, prepares reports, and composes correspondence relative to the Work.
Executes plans, policies of property and equipment, supplies, housekeeping, pantry service, stores, buildings and grounds maintenance, engineering and safety Applied.

July 2024 -

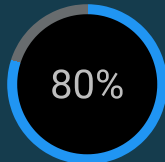
Education

- B.com 2009
Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhaji Nagar
60%
- M.com 2013
Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhaji Nagar
62%

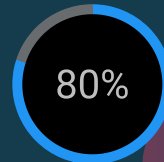
Skills



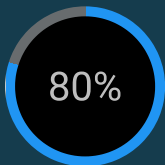
Project Management



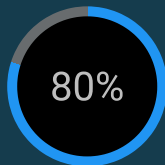
Team management



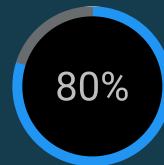
Problem solving



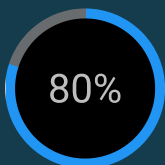
Time collaboration



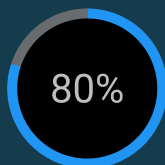
Filing and organisation



Office cordinate



Sustainable development



Innovation

Personal Details

- Date of Birth : 11/01/1989
- Marital Status : Married
- Nationality : Indian
- Gender : Male

A stylized handwritten signature in white ink.

PRASAD U. RATHOD