

MR. MANOJ JADHAV

**First name:** MANOJ A. **Address:** Pune, Maharashtra, India

**Last name:** JADHAV **Phone number:** 8208347012

**Date of birth:** 27/09/1977 **Email address:** jadhavmanoj002@gmail.com

**Nationality:** Indian Flat no 104 A wing

1st Floor wadachiwadi

Road Undri Pune 411060

TECHNICAL

QUALIFICATION

6.50

Education

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/2009 –

06/2011

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B. Com

*Pune university*

03

/1995 –

05/1997

H. S. C.

*Maharashtra Board*

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*Pune*

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*India*

/1994 –

06/1995

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S. S. C.

*Maharashtra Board*

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*Pune*

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*India*

Text

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Opening System : Dos, windows 95, 98 Jan. 2002

Packages Known : Ms Office, Adobe Ill stature, Adobe Photoshop, Flash, and CorelDraw PageMaker, html, Dhtml, vb

6.0, java script, Dream Weaver, Xml, Sql.

**Pursuing for MBA in operation & sales from St. Aloysius International University**

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| **Work experience:** |

06/2022 **Jaywant Group (Real Estate)** (currently working as a purchase officer)

Receiving quotations from Suppliers & Contractors.

Negotiating with Suppliers on price & Payment terms (as per company policy)

Creating cost comparisons & suggesting the preferred suppliers for the issue of purchase orders.

Expediting the delivery of material to make sure the suppliers deliver the material within promised

Delivery.

Finding the new vendors / Labour’s & negotiating for site works.

Preparing the payment approval form & make sure the advances, part payment & final settlements to

Be reached to suppliers / vendors.

Sourcing of new vendors frequently as per the market changes.

Timely Report to Purchase Head.

03/2021—05/2022 **Independent working as a Channel Partner**

Since March 2021 I myself have been handling both sales & legal work of construction Gagan

Unnati site at Undri location in pune as an independent channel partner. In it I am looking after the

Work of selling the flats & all legal processes that take place during the sales. For example, getting the

Documents from client require for the registration & agreement, making agreement draft, making an

Appointment in the registration office. Going to the pmc or pcmc building if desired etc.etc.

11/2019 – 06/2020 **Property Solution Expert (CRM)**

**Magiknest Pvt.Ltd. (Viman Nagar pune)**

Calling potential Customers as well as attending incoming calls of customers.  
 As per the customers requirement provide different property options available with company.  
 Provide guidance assist sellers/buyers in marketing/purchasing property for the right honestly price.   
 Determine the client needs financial abilities in order to propose solution that suit them.  
 Intermediate negotiation processes. Consult client on market condition, price & legal  
 Requirements & related matters to their benefits & ensure a fair & honest dealing.

05/2010 – 10/2018 **Store incharge (Retail Industry)**

***Titan Company Ltd. Pune, India***

**Responsibilities**

Dynamic professional with excellent communication skills – depth experience in back-end

& front –end, Retail operation expert. Expert in function like operations, merchandising

Customer service, quality, inventory control, mis revenue generation and promotional offers

Leadership skill & the ability to drive & motivate performance though effective feedback.

Handling customer compliance, store management. Handling al store ATL & BTL activity for

Business development.

07/2008 – 04/2010 **Admin Executive**

***SamruddhaJeevan Foods India Ltd. Pune India***

**Responsibilities**

Handling bills verification & maintains daily reports & handling receipts & dispatch currier & maintains

inward & outward material & vendor management. Handling housekeeping department & responsible for

all company transportation.

Supervision of inward & outward materials.

Checking of documents with respect to materials, vechicles, customer invoices,

Warehouse operations. Organize and rearrange items and materials neatly in respective places in

a warehouse. Maintain and manage inventory levels and controls. Check and inspect the conditions of

items and materials while loading and unloading. Ensure compliance of safety procedures and practices.

Manage GRN of materials.

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| 02/2008– 07/2008 |

**Asst.Relationship Manager**

***AnandRathi Insurance Brokers Securities Ltd., Pune, India***

**Responsibilities**

Maintain day to day record on computer for each insurance policy which is done by marketing Executive

and also solve form queries which are done by marketing executive and also achieved the monthly targets.

Handling networking Financial Projects.

Activate divided across distinct client group: Individuals,

Clients, Corporate & Institutions with this Financial Company.

Day to day Providing all Financial & wealth planning to individuals & Families.

Provided separation of advisory from product manufacturing was to critical to offering a conflict-free and

truly objective advised to clients.

09/2006 – 01/2008 **Programmer cum adminnistration manager**

***Pune Municipal Corporation, Pune, India***

**Responsibilities**

**v.** Maintain day to day Record for property tax changes & to handle all pune PMC wards.

**v.** Handled Licenses department and record & typing too. Maintained all files all property wise.

**v.** Attend all meeting with Assistance commissioner & corporation Senior’s in every morning

**v.** Evening to take solution & reports of the all pune property from them. Handled all property.

03/2004 – 01/2006 **Customer care executive**

***Prakrith Teleservices pvt ltd. , Pune, India***

**Responsibilities**

**v.** Maintain the target of 200 calls per day to the Hutch post paid card client for mobile bill outstanding amt. & request & convert them to make the payment.

**v.** To take appointment of client & convey them to make payment.

**v.** To do the 200 calls to the clients on daily basis & get positive response.

**v.** To achieve monthly targets. Daily maintain record on computer.

01/2001 – 02/2004 **Marketing executive**

*A.K. surgical Orthopedic, Pune, India*

R**esponsibilities**

**v.** Maintain day to day visit to Ortho Doctors & Hospital Patient’s to convene them to purchase the Product.

**v.** Maintain monthly Sales target of surgical instruments

**v.** Convey hospital patient’s family members about ortho products.

**v.** To get appointment on telephone with ortho doctor to sale products which they need.

v. To achieve monthly target

v. Maintain Saleing Ratio.

v. Daily maintain record on computer which was sale by Marketing executive.

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Hobbies

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**Traveling & Playing & Watching Sports**

Experience