



## Saurav Dipak Kamble

Janta Super market Ke Samne Gurukripa Building, navjawan Chowk, mhatre Aali Ghansoli Gav,  
Tal/Dist-Thane (Navi Mumbai) 400701  
9082984788 | souravkamble186@gmail.com

### Objective

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I seek challenging opportunities where I can fully use my skills for the success of the organization.

### Personal Details

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- Date of Birth : 07/09/1997
- Marital Status : Single
- Nationality : Indian

### Education

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- **Shivaji University Kolhapur** 2015  
Graduate (BA.Last Year Appear)
- **Shivaji University Kolhapur** 2012  
HSC  
60%

### Experience

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- **Akash Institute** 01/12/2017 - 15/02/2019  
**Office Assistant**
  - Exam Pepar and Ans Sheet Printing
  - Negotiate Local Vendors Office related Courier Dispatch And Track
  - Provide stationery For Office
  - Office Maintenance
- **Testbook.Com** 06/01/2020 - 15/05/2021  
**Admin Assistant**
  - To oversee clerical work like sorting and sending mail
  - Keeping an inventory of office supplies and ordering new materials as needed
  - If you want to celebrate any festival in the office, then planning and preparing for it
  - Giving their identity card to the people of the office and giving the company's Tshirt
  - Maintaining and maintaining office papers (in computer)
  - Office Related Talking to different vendors
  - Prepare daily records of my team members and collect daily reports in computer and mail them to my senior admins in a week
  - Orders receiving and delivery
  - Ensuring smooth running of the Office
  - Verifying and checking the goods coming to the office Informing the concerned vendor that there is no more or less of the same
  - To order stationery items used in the office, check that all the same is correct
  - Checks and maintains office equipment, coffee machines, ovens, fridges, water coolers etc
  - Get the office deep cleaning done on Saturdays of the week and explain all their work to the housekeeping
  - If you want to celebrate any festival in the office, then planning and preparing for it

### Language

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- Marathi
- Hindi
- English

### **Skills**

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- Xerox Operator
- Vendor Management
- Communication
- Problem solving
- Leadership
- Hard Working

### **Interests**

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- Listening Music
- Traveling
- Photography