



# AKSHAY SURENDRA CHALKE

DUBAI UAE

**Contact :** +971585960858  
**Email :** akshaychalke100@gmail.com  
**DOB :** 05/MAY/1992

## OBJECTIVE

To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

## SKILLS

- Project coordination.
- Operation Management.
- Good interpersonal skills.
- Good documentation in import export.
- Well versed with MS Office and Windows.
- Good Knowledge about router configuration and installation.
- Excellent Knowledge in Desktop

## LANGUAGE

- ENGLISH
- HINDI
- MARATHI

## EXPERIENCE

### GBR AL MADINA SUPERMARKET LLC

#### ADMINISTRATOR

Duration : **DEC 2020 - TILL DATE**

Follow-up food inspections conducted by the Food Control Department, take corrective and preventive actions when necessary; Conduct in-house self-inspections of daily operations on a periodic basis to ensure that food safety policies and procedures are followed. Assist with a range of administrative services such as providing front-line services, routine enquiries and data entry Undertake inventory processing, receive and assist with stock control and stocktakes and input data into the point of sale system

### VAKRATUNDA PUBLICATION PRIVATE LIMITED

#### REGIONAL SALES MANAGER

Duration : **MAY 2016 - NOV 2020**

Book selling to our Authors, societies, booksellers, librarians and End user. Provide solutions to the queries of customers. Research on different International Publishers & distribution to increase the library resources. I Contributed 20-25% Increase in sales to our organization

### TAJSATS AIR CATERING LIMITED (VISTARA)

#### FLIGHT SUPERVISOR

Duration : **MAR 2014 - APR 2016**

Maintain all records flight wise required as per HACCP and ISO norms and also ensure compliance. Report any complaints from customers and other departments and keep the Duty Manager informed about those complaints, findings, reasons and action taken.

### ATLANTIC SHIPPING & LOGISTICS

#### OPERATION ASSISTANT MANAGER

Duration : **JUN 2012 - FEB 2014**

HANDLING CUSTOM CLEARANCE DOCUMENTS

## EDUCATION

### M.S.S. College of Commerce, Navi Mumbai

#### BACHELOR DEGREE COMMERCE

Passing Year - **2014**

Grades : **PASS**

### DR. D.Y. PATIL, MUMBAI UNIVERSITY

#### HIGHER SECONDARY CERTIFICATE

Passing Year - **2012**

Grades : **PASS**

### NEW ENGLISH SCHOOL MUMBAI UNIVERSITY

#### SECONDARY SCHOOL CERTIFICATE

Passing Year - **2008**

Grades : **FIRST CLASS**

## ADDITIONAL INFORMATION

VISA VALID MARCH 2023 (EMPLOYMENT VISA)

## ACHIEVEMENTS & AWARDS

CERTIFIED BY PIC (PERSON IN CHARGE) FOOD SAFETY.

Signature:

AKSHAY SURENDRA CHALKE