# **CURRICULUM VITAE**



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#### **Career Objective:**

To be a part of growing organization this utilizes my talent & creativity while giving me an opportunity. Work towards the fulfillment of the Organization's objectives by acquiring more knowledge. Achieve contemplating sustained growth through diligent hard work and self-improvement in any demanding work / working condition.

#### **Working Experience:**

Job Title	Organization	Period	Total Experience	
Administrator	GBR Al Madina Supermarket	26 <sup>th</sup> Nov 2020 – Till Date	- Present Job	
Regional Sales	Vakratund Publication Pvt	15 <sup>th</sup> May 2016 –	4 year 6 months	
Manager	Ltd.	20 <sup>th</sup> Nov 2020		
Flight	TAJSATS Air Catering	18 <sup>th</sup> Mar 2014 –	2 years	
Supervisor	Limited (Vistara)	3 <sup>rd</sup> April 2016		
Sr. Plant Operator.	Atlantic Shipping & Logistics, CBD Belapur	June 14 2012 – Feb 21 2014	2 Years 6 month	
Customer Care	DLINK India Pvt Ltd., Navi	14 <sup>th</sup> Feb 2013 -	1 Year	
Representative	Mumbai	Oct 2013		
Customer Service Associate	Reliance, Navi Mumbai	21 <sup>st</sup> June 2012 - Jan 2013	1 Year	
Customer Service	Reliable Business Solutions &	27 <sup>th</sup> July 2010 -	1 Year 2 month	
Associate	Services, Navi Mumbai	Sep 2011		

# **GBR Al Madina Supermarket (26th Nov 2020 – Till Date)** Job Title : Administrator

### • PIC (PERSON IN CHARGE) FOOD SAFETY :

- 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
- reporting discrepancies in stock
- Provide suggestions about improvement of services and participate in activities to ensure a positive workplace culture
- Provide high levels of customer service including transacting sales and assisting in the day to day retail operations
- Maintain open and effective channels of communication with staff, clients and other suppliers

# **VAKRATUND PUBLICATION PVT LTD : ( 15<sup>th</sup> May 2016 - 20<sup>th</sup> Nov 2020)** Job Title: Regional Sales Manager (Area :- Mumbai , Pune & Goa )

- 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.
- Also providing ongoing support to distribute and produce to product or service.
- Ensures profitable growth in sales, revenue through planning, execution and
- management.
- Reference and Textbook Promotions
- Arranging Displays and Exhibitions at various events and institutes.
- Managing dealer –distributor network.
- Working closely with supplies in order to achieve sales budget.
- Meetings with professors and directors of various Management, Engineering and Degree Colleges to promote the published titles.
- Generating the orders and making necessary follow up with dealer distributor network to get it fulfilled.

# TAJSATS Air Catering Limited (Vistara) : (18th Mar 2014 – 3rd April 2016) Job Title : Flight Supervisor

- Keep the airline's manuals up-to-date and ensure that filing of checklists, inventories, packing plans and other important records are made properly.
- Plan and supervise correct equipment packing and all class preset and develop procedures, schedules and checklists.
- 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.
- Keep staff under constant supervision and training in order to improve performance.
- Participate in meetings, discuss problems related to equipment or staff if any, and suggest improvements.
- Also perform any other duties and take responsibilities assigned by the seniors from time to time.

# **4** Atlantic Shipping & Logistics, CBD Belapur : (June 2012 – Feb 2015) Job Title : Sr. Plant Operator

- Handling various documentation for process in Nhava sheva.
- Responsible for preparing & gathering all export and import documents (Method Statement) in relation to various clients all across the India.
- Custom clearance of documents on dockyard (CFS) including checking the materials.
- Supervising, monitoring the operation at the dockyard by handling team of 6 members.
- Reports to the Project / Operation Manager.

### **4** DLINK India Pvt Ltd., Navi Mumbai : (Feb 2013- Oct 2013) Job Title : Customer Care Representative

- Back office email tracking and make approval to the product of customer.
- Online Configuration of routers and switches (For e.g. DSL) in RMA department.
- Responsible for preparing & providing all data related to clients of DLINK / Engineering documentation (Method Statement) in relation to the DLINK clients.
- Supervising, monitoring the operation at the site.
- Reports to the Project / Operation Manager.

#### **Educational Qualifications:**

Examination	School/college	Specialization	Year of Passing	Grade
Bachelor in Commerce	M.S.S. College of Commerce, Navi Mumbai	Finance	2014	PASS
H. S. C	Dr. D.Y. Patil, Navi Mumbai	PCM & B	2010	PASS
<b>S. S. C</b>	New English School, Navi Mumbai	S.S.C	2008	FIRST CLASS

### Skills and Abilities :

- 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.
- Enough Knowledge in Desktop Engineering.
- Good knowledge in Programming language C/C++ and Java.
- Good knowledge about assembling the computer parts with installation with software's.
- Good knowledge in Handling Systems in LAN/WAN Network.

**Computer Skills:** 

Microsoft Office (Word, Excel, Power Point,) MSCIT & other basics of Computer.

#### **Declaration:**

I hereby declare that all the information mentioned above is true to the best of my knowledge.