

# SUDESH ARUN TAMHANE

## Administration

### CONTACT

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Mira Road East, Thane- 401107

### ACHIEVEMENTS

Ace of Caratlane Award  
Titan National Interweave  
Participation  
CX Stalwart Award

### SKILLS

Time Management  
Problem Solving  
Client and Employee Relations  
Record Keeping and Maintenance

### INTEREST

Cricket  
Badminton  
Traveling  
Table Tennis

### LANGUAGE KNOWN

English- Proficient  
Hindi- Proficient  
Marathi- Proficient

### EDUCATION

**Pursuing MBA in HR**

DY Patil University- July 2024

**Bachelor of Management Studies (BMS)**

Shailendra Education Society

2014 - 2017

**HSC**

Vidya Vikas Universal College

2013 - 2014

**SSC**

Queen Mary's High School

2011-2012

### WORK EXPERIENCE

**Caratlane (August 2022 – Present)****Designation- Assistant Manager****Role- Administration**

Claims processing, Store Management West 2-3, Procurement, Event Management, Cafeteria Management, Guest House Management, PG Management, On boarding formalities, Asset Management, Travel desk

**Xanadu Realty Limited (January 2021 – August 2022)****Designation-Assistant Manager****Role- Administration and Procurement**

Managing daily office admin activates, Joining formalities, Vendor onboarding and Management, Cafeteria Management, Office boy Management, Calendar Management, Petty cash, Procurement of IT Assets- Laptops/Licenses/G-Suites/Software/ERP System/Photo shop, Handling auditor query, Travel Desk Management, Event Management and Budgeting

**Finance Hub (July 2017- October 2020)****Designation- Administration Executive****Role-Administration and Travel Desk**

Handling Daily travel of Employees, Joining formalities, Bank account opening, Cafeteria Management, Petty cash, Housekeeping.