Name: **PARAG SURESH SAWANT**

Address: Room No AG3 , Matoshree Appartment, Near Modern Tower,

Rabodi, Koliwada, Thane West 400601.

Email Id :parag44sawant@gmail.com.

Date of Birth: 12/01/1989.

Mobile: 9967888083/8451811746

Languages Known: English, Hindi, Marathi.

Hobbies: Reading, Dancing, Doing Workout.

**EDUCATIONAL QUALIFICATIONS**

* Passed out TYBA in the year 2011 from Joshi- Bedekar College, Thane( Mumbai University).
* Passed out IATA Travel Management in the year 2011 through (Career Visions Institute) Thane
* Passed out HSC in the year 2007 from Joshi-Bedekar College, Thane)
* Passed out SSC in the year 2005 from St John the Baptist High School, Thane.
* Computer Proficiency: Microsoft Office, Microsoft Excel, MSCIT-(Computer Course).

**PROFESSIONAL DETAILS**

1)**Sigma Byte Computers Pvt Ltd**

Location : Paragon Centre, Worli

Designation: Administration and Commercial Assistant. Duration: 03rd October 2023 to 1st March 2024 (On Contract)

**Job Description**

* Supervising Office Boys, Security, Housekeeping,
* Handling travel facilities for employees.
* Handling Fire Extinguisher, EPABX, UPS, Server, Stationery, Biometrics,
* Handling Ticket, Hotel bookings Handling Outside events, Co ordination with Carpenters and Plumbers and Electricians for any kind of infrastructure requirement, Allocating Drawer Keys and Workstation to employees ,
* Handling Vouchers, Gate Pass, Leave attendance.
* Handling ID Card Preparation, Visitor cards.
* Handling insurances.
* Handling vendor quotation comparison and negotiation
* Preparing Purchase Order.
* Handling snacks for guests and staff
* Handling AMC. Handling Statutory authorities, Police and other government officials.

2) **CETP(Common Effluent Treatment Plant) (Thane- Belapur Assn.),**

Location : Plot No P-60,Koparkhairane, MIDC, Shramik Nagar, 400710. Navi Mumbai.

Designation: Administration and Commercial Assistant. Duration: 26th July 2020 to 28th Septembet 2023

**Job Description**

* Supervising Office Boys, Security, Housekeeping, Looking After Agreement and travel facilities for employees. Looking in Mathadi for loading unloading
* Fire Extinguisher, EPABX, UPS, Server, Stationery, Biometrics,
* Prepare Letters to send to MPCB, MIDC,
* Co ordination with MIDC officials, MPCB, BMC for statutory compliance.
* Handling exit formalities
* Handling Biometrics
* Looking into Employees Vouchers, Doing Vendor Followup for Quotation Comparison and negotiation,
* Handling Ticket, Hotel bookings Handling Outside events, Co ordination with Carpenters and Plumbers and Electricians for any kind of infrastructure requirement, Allocating Drawer Keys and Workstation to employees ,
* Looking after renovation of new office.
* To get New Membership Of CETP, Look into AMC, Insurances, Bills,
* Looking After Gate pass. Leave attendance, ROC, factory License. Handling festival celebrations, Arranging Picnic, Meeting/ Guests Lunch,
* Recent Work Done of Server Room Cabling, Patching, Dressing.

3)**Ashar Group**,

Location :Ashar IT Park, Ground Floor,Road No 16, Wagle Estate, Thane (W).

Designation: Administration and Purchase Executive, Duration: 06thJune 2016 to 30th

April 2019.

**Job Description:**

* Handling request for hardware, steel, petty cash, Handling Lift Elevators
* Maintaining PO, Invoice file, AMC.
* Quote comparison, vendor negotiation VRF Form. Preparing purchase order, Checking invoices, preparing driver salary vouchers, Handling Signages.

4) **Maanas Krushi Industries Ltd.**

Location : Kharkharali Thane, Thane(W).

Designation: Administration Assistant., Duration: 16th August 2013 to 16thMarch 2015.

**Job Description**

* Handling out AMC of Office equipments, Infrastructural, facility management,
* Handling Insurances. Comparing quotation, vendor management, Exit formalities of employees.
* Handling Event, conference booking.
* Preparing ID Cards, Access Cards, Biometrics, Air, Car, Train, Hotel, Facility management

**5)WNS Global Service Ltd.**Location: Plant 10 , Godrej and boyce compound, Vikroli

Designation : Customer Service Associate (OPS), Duration 22ndSeptember 2011 to 26th may 2013.

**Job Description**

* To Process international ticketing British airways and Handling CRS Amadeus System