

RESUME

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OBJECTIVE

To be in a position in a result oriented company that seeks an ambitious and career conscious person where acquired skills and education will be utilized towards continuous growth and advancement.

EDUCATIONAL QUALIFICATION

- **Master of Engineering in Heat Power Engineering**
Institute - P.V.P.I.T. Budhgaon, [Shivaji University, Kolhapur]
- **Bachelor of Engineering in Mechanical Engineering**
Institute - Dr. J.J.M.C.O.E. Jaysingpur, [Shivaji University, Kolhapur]

EXPERIENCE DETAILS

1. Post - Trainer and Mentor [EDP]

Organization - KUL Foundation Pune

Location - SGI Atigre

Duration - June 2019 to till date

Work Profile -

- Mobilization and Campaigning for Batch formation of students.
- Tracked attendance and progress against goals for each participant.
- Gathered and organized supplementary material to support structured lessons.
- Recognized and tapped Expert staff to fill key positions and maximize productivity.
- Scheduling and executing 3 months EDP course as planned successfully.

2. Post - Branch Manager

Organization - Chowgule Industries P. Ltd. Sangli,
[Maruti Suzuki Authorized Dealer]

Location - Vita

Duration - Sept. 2017 to January 2018

Work Profile -

- Daily monitoring the execution of sales, service and spares department against the monthly targets given.

- Conducting meeting with the sales staff on daily basis for accounting enquires in hand, sales conversion, recovery of payment, vehicle stock, vehicle indent, advertising campaign, events, customer complaints etc.
- Conducting meeting with the Workshop and spares staff on daily basis for accounting free and paid service vehicles, body shop work, customer complaints etc.
- Reporting details of Branch work in progress in details to the top management on daily basis.

3. Post - Self-employed

Location - Jaysingpur

Duration - June 2014 to August 2017

Work Profile -

- School level private classes for math and science subjects.
- Monitoring progress of each and every candidate by conducting test.
- Detailed concept clearing of every student.
- Motivating students to study by giving examples.

4. Post - Lecturer and H.O.D.

**Organization - Shree Chimasahab Jagdale Institute of Technology
[Polytechnic College]**

Location - Nrusinhwadi

Duration - July 2013 to May 2014

Work Profile -

- Involved in student enrolment and admission process CAP rounds.
- Preparing semester wise time table for mechanical branch of respective subjects.
- Conducting Lectures for Engineering graphics and Engineering mechanics for 1st year students.
- Conducting events such as sports, annual gathering, competitions etc.
- Worked as Officer in charge for MSBTE board examination.

5. Post - Lecturer

**Organization – Rajaram Shinde Institute of Engineering and Technology
[Polytechnic College]**

Location - Pedhambe, Chiplun

Duration - Sept. 2007 to June 2013

Work Profile -

- Teaching subjects such as Refrigeration and Air conditioning, Automobile Engineering, Metrology Quality Control, Production processes, Thermal Engineering.
- Involved in the activities such as admission process, conducting Seminar / Workshop, Member - Internal Academic Monitoring Committee.
- Assessment of Theory papers, Moderator, Officer In-charge, Controller of Examination by MSBTE etc.
- Arranging field visit to auto ancillaries / industries for practical knowledge.

6. Post - Team Leader

Organization - Chowgule Industries Pvt. Ltd.

[Maruti Suzuki Authorized Dealer]

Location - Sangli

Duration - June 2004 to March 2007

Work Profile -

- Handling a team of sales executives, coordinating with them and management to increase sales.
- Looking after sales promotional activities such as Newspaper Advertising, Hoardings, Paper insertions, Magazines, Banners, etc.
- Monthly Event Planning such as Loan melas, Road shows, Exchange melas, etc.
- Organizing Corporate Events at factory premises, Govt. Offices, Rotary clubs, Medical Associations, Corporations, etc.

7. Post - Sales Executive

Organization - Pandit Automotive Ltd.

[Tata Motors Passenger Car Authorized Dealer]

Location - Pune and Sangli

Duration - Sept. 2000 to May 2004

Work Profile -

- Handling of Walk-in and telephonic enquiries.
- Follow up and closing of enquiries into vehicle sales.
- Vehicle demonstration and arranging for test drive to customers.
- Looking after Corporate sales, Defence and Government sales.

Skillset - Excellent communication skills, well versed with Microsoft Word, Excel, PowerPoint, Drafting etc.

Date:

Place:

(SHARAD KHOT)