



Vinod Ratnakarrao Sherekar

Apurva Plaza,H-2,IInd Floor,Malkapur Road,
Near State Bank of India, Akola – 444001.

Mob-9850727036 Email-vinodsherekar@gmail.com

BRIEF OVERVIEW

- Over 15 years experience in Publishing & Media Industry.
- Experience in Advertisement Scheduling & Advertisement Billing.
- MIS.

PROFESSIONAL EXPERIENCE

Kosana Consultants and Digital Services Pvt. Ltd.	Jul 21- Till Date
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Jr. Executive Advertisement, (Operation), Amravati

- Handling sales agencies , reporters & direct client.
- All Scheduling Support Advertisement

Pebble Multi Services	Jul 17- Jul 2021
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Executive Advertisement, (Operation), Akola

- Handling sales agencies , reporters & direct client.
- Advertisement All Scheduling Support.

Lokmat Media Pvt Ltd. Akola	Jun 14 - Jun 2017
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Jr. Executive Advertisement, Akola

- Handling sales agencies , reporters & direct client.
- Advertisement All Scheduling Support.

Sakal Meida Pvt Ltd. Jalgaon Khandesh	Jun 12 – Mar 14
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Jr. Executive Scheduling & Support, Jalgaon Khandesh

- Final Responsibility to Publish The Advertisement in news paper through Plan Plag (PPI)
- Advertisement Planing of Daily Issue (Schedule in All Advertisement in SAP Software)
- To Keep Good Relation with Advertise & Sakal Paper's Readers
- Gives Report to Unit Head to Daily Business

Lokmat Media Ltd. Akola	Feb 07 – May 12
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Sr. Clerk Advertisement, Akola

- Responsible to All Scheduling work related to Advertisement Department
- Handling sales agencies,reporters , direct client & recovery.
- Responsible to Advertisement Local Billing.

Maharashtra State Power Generation (Mahagenco),M.S.E.B., Paras	Feb 02 – Jan 07
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Jr. Clerk (G.A.D), Paras

- Responsible to All work in G.A.D. (General Administrative Department) related Department.
- All work in Tender Notice & Letter Drafting to Computer & In word out word to Dispatch work in this Department

STRENGTHS

- * Sound people and customer management skills.
- * An ability to handle pressure with ease, good analytical ability and logical Reasoning, believes in achieving results against all odds.
- * Communicative, enthusiastic, decisive and Optimistic.

Educational Profile

B.Com

Art Science & Commerce College Koradi Dist Nagpur (Nagpur University) 2002

Technical Profile

- 1) Certificate in Information Technology (MS-CIT),
- 2) Tally ERP-9 & Tally Prime.
- 3) TYPEWRITING 30 W.P.M English & Knowledge of Marathi
- 4) Windows 98, Windows XP

OTHER ACTIVITY

To play Computer & other software

PERSONAL DETAILS

Father's Name	:- Ratnakarrao Shriramji Sherekar
Date of Birth	:- 15 th Aug 1979.
Gender	:- Male
Religion	:- Hindu
Nationality	:- Indian
Marital Status	:- Married
Languages Known	:- English, Marathi, Hindi
Permanent Address	:- Apoorva Plaza,H-2, 2 nd Floor, Near SBI Bank, Malkapur Road Akola.

REFERENCES

Available on Demand

I hereby declare that all the statements mentioned here is true and correct to the best of my knowledge and belief.

Date : / /

Place : Akola

Mob. No. 8668319406 / 9850727036

Yours Faithfully

(Vinod R Sherekar)