

Vikram Pawashe

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Nationality: Indian

Address – New Colony Nageshnagar Uchagaon Belgaum



Profile Summary

A highly enthusiastic, ambitious and focused Post Graduate Diploma in Labour Laws and Labour Welfare and financial accounting with learning experience. Seeking to work & growth in the organization, where I could utilize my skills, abilities, knowledge and potential in the best interest in the ever-changing corporate scenario.

Key Skills & Abilities

- Proficient in Microsoft Office including Outlook, Word, Excel, Power Point.
- Excellent analytical, logical, research and strategy skills for Market Knowledge.
- Aggressive, Energetic, Supportive, Multi-tasking and Willingness to learn.
- Ability to build long-term trusting Relationships and a Strong Brand Visibility.
- Strong Interpersonal, Organizational and Time Management skills as effectively.

Professional Experience

Company Name – PES&T'S, SHAIKH GROUP OF INSTITUTIONS BELGAUM

Designation- Office Administrator

Location- Belgaum

Duration- Feb 2022 to March 2024

Job Description- Essential Duties and Responsibilities

- Assisted in the development and maintenance of the Admission office's marketing materials and admission plan.
- Handle the admission counselling process for PUC, BCA, BCom.
- Responding promptly to queries from incoming aspirants.
- Leading the Document Verification process for the documents submitted by incoming aspirants.
- Maintaining the records of admission applications and documents.
- Assisted Coordinating with recruitment & selection process of SGI employee.
- Ensuring all SGI Vehicles are kept serviceable all times.
- Timely compliance of statutory norms such as payment of insurance, taxes & RTO compliances and Timely payment of building taxes to City Corporation.
- Assisted HoD in Day to day in Administrative activities.

Company Name – SUNRISE MANPOWER & SECURITY SERVICES

Designation- Admin Executive

Location- Belgaum

Duration- April 2018 to December 2021

Job Description- Essential Duties and Responsibilities

- Manpower Planning, Sourcing, Coordinating with recruitment & selection process.
- Periodic submission of Returns, Maintaining of Registers and Records.
- Updating the records under Labour laws. Filling of PF, ESI, PT monthly returns, Submission of returns under act.
- Admin related responsibilities are office upkeep, Management, guest arrangements & security.

Company Name - ICICI BANK LTD

Designation- Relationship Manager

Location- Pune

Duration- November 2017 to March 2018

Job Description- Essential Duties and Responsibilities

- Building long-term relationships with key clients.
- Creating sales plans to generate revenue.
- Advise clients on creating profitable processes.
- Help Sales team up-sell or cross sell services and product.
- A disciplined approach to managing territories and sales efforts on daily basis.
- Ability to learn quickly with sense of ownership.

Company Name - TALENTEDGE EDUCATION VENTURE PVT LTD

Designation- Executive (Counsellor)

Location- Pune

Duration- February 2017 to September 2017

Job Description- Essential Duties and Responsibilities

- A tool to handle working professionals more effectively as counsellor.
- Handled website visitors and generating leads through Chat process, Incoming calls. Converting leads into final sales.
- Handled Inbound & Outbound Inquiries of working professionals
- Having Proper Knowledge of Sales and Marketing including basic selling principles and solution selling methods.
- Able to discover Prospects pain points by using Probing techniques and effectively address each one of them.

Academic Credentials

School/College	University/Board	Degree	Passing Year	Percentage
BHARATI VIDYAPEETH	BHARATI VIDYAPEETH	PGD Labour Laws & Labour Welfare	2021	85
MODERN COLLEGE, PUNE	SAVITRIBAI PHULE PUNE UNIVERSITY	B.Sc(Physics)	2016	56.57
G.S.S. COLLEGE, BELGAUM	KARNATAKA BOARD	HSC	2010	58.83
SHRI MALEKARNI HIGH SCHOOL, BELGAUM	KARNATAKA BOARD	SSC	2008	82.88

Professional Certification

- Certified PG Certificate Management Course From ITM University, Raipur.
- Certified software Programmer C, C++, HTML, SQL & VB.Net from New Horizons.
- Certified Financial Accounting using Tally ERP 9. From MITCON Pune.
- Certified Course of Certificate in Office Automation From NCIT.
- Certified Course of Certificate in Good Governance through Labour Administration and Labour Inspection From VV Giri National Labour Institute.

Hobbies & Extra Curriculum Activities

- Travelling, Bike Riding, Trekking, and Workout at Gym

Personal Attributes

- **Strength** - Enthusiasm, Trustworthiness, Creativity, Discipline, Patience, Articulate, Respectfulness, Determination, Honesty, Dedication and Strong work Ethics.
- **Weakness** - Talks too much, limited experience in non-essential skill, inability to share responsibilities.

DECLARATION:

I hereby declare that above information is correct to the best of my knowledge and belief.