

Sandeep A. Jagtap

Strengths: Industry Knowledge, Business planning, Decision making.

Career interest - To continue with the same spirit, zeal and dedication as I have done till date and aspire to do exceedingly well in the organization.

Professional Experiences:

Company : Worked with Jnana Deepa Institute of
Philosophy and Theology.
Ramwadi Nagar Road. Pune

Duration : Nov' 2014 To January 2023

Designation : Admin

Major Responsibilities:

1] Team Management:

- From past 8 years successfully handled and managed my team of 17 ground staff and 5 Securities.
- On daily basis scheduled their roster according to the work pressure and internal client's requirement and hence always achieved the target set by the management team.
- Always kept myself available to my team to listen to their grievance till it is resolved.

2] Maintenance:

- Electrical Maintenance: Was in charge of electrical auto panel with 40 Kwh generators
- Electrical and Housekeeping store in charge
- Knowledge of Painting / Plumbing / Massionery works
- All set-up for auditorium and Video Conference Room

3] Legal Matters:

- Land / Property: On behalf of my organization and as supported by my management team I deal with Govt legal departments and officials to settle any issues pertaining to land/ property of my organization.
- Regularly follow-ups for any meeting with the govt officials and share

MOM with my seniors to bring clarity and exact status of the case.

- Visit all Government offices to collectively gain information benefited for my organization.
- All pending and new cases related to Property of the organization are nominated by me in the Charity commissioner office for settlements and better result.

4] Bank Works:

- Does all bank related work of the Organization of all departments and successfully keep all records for future Audit purpose.
- Supports all internal staff for clearing Cheque / deposits, withdrawal, and employee payments.

5] Treasure's work:

- Plays vital role to support our treasure department to maintain record of all expenses and prepares vouchers, Bills, ledgers for record and Audit purpose.
- Does Collection of students fees of all levels of courses from UG, PG & PhD and submits records and collection to higher managements.
- With the help of Technician team, I arrange and setups all Classrooms, Exam halls, laptops and Video conference rooms.

6] PG Block:

- Ground booking, Hall booking, guest, housekeeping supervision
- Security payments and arranging their duties
- Solar maintenance, MSEB works & water supply works
- Purchase of housekeeping materials, electrical maintenance, plumbing etc
- Does PG Block billing of the Canteen facility and submits supplier invoices with the Management team for their verification and Approval.

- **Motivational skills:** Always Shared useful information with my Staff/Team and gave them timely feedback to improvise their skills and hence motivated the team to get best results out of them.

Educational Qualification:

- HSC passed from Maharashtra Secondary Board.
- ITI Course completed through St. Joseph Technical.
- CNC Course completed through St. Joseph Technical.

Other Qualification:

Successfully completed MS Office, Web Designing, Autocad, Corel Draw 2020, Photoshop CS5, Pagemaker courses and certifications.

I have Knowledge and experience of Computer Hardware and software Installations.

Address	:	St. Joseph Hsg Soc, Opp Bishops School, Kalyani Nagar.
Mobile	:	+ 91 9860880426
Mail Id	:	sandeepjdv@jdv.edu.in
DOB		29th of March 1980.
Marital Status	:	Married
Languages	:	English, Hindi & Marathi
Hobbies	:	Cricket, Cooking, Basketball and Driving.