

CURRICULUM VITAE



MR. UMESH ULHAS DALVI

Contact No : 8698512911

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Career Objective:-

To join an organization that will recognize and utilize my skills fully and offer me a position requiring innovative and creative ideas where continuous growth and learning are way of life.

Educational Qualification:-

Examination	University/Board	Percentage	Grade	Passing Year
M.COM	Mumbai Uni.			Appeared
B. COM	Mumbai Uni.	-	C	2020
H.S.C	Konkan	56%	B	2014
S.S.C	Konkan	75%	A	2012

Additional Qualification:-

Examination	University/Board	Percentage	Grade	Passing Year
MSCIT	MSBTE Mumbai	95.00	A	2014
Tally	MKCL	-	A	2014
Typing E. 30 WPM	MSCE Pune	88.00	A	2015
Typing M. 30	MSCE Pune	59.00	C	2015
Computer Typing Marathi 40	MSCE Pune	86.00	A	2019
Computer Typing M.40	MSCE Pune	86.00	A	2019

Computer Skills:-

Microsoft Office (Word, Excel, PowerPoint)

Personal Strengths:-

- Self-Motivated and Quick Learner.
- Good Communication Skills.
- Excellent Team Player.
- Good Problem Solving Skills.
- Sincere and dedicated towards work.
- Confident ability to work in a term as well as individual.

Work Experience:-

❖ DNYANDEEP COLLEGE OF SCIENCE & COMMERCE, MORVANDE-BORAJ

Designation: - Sr. Clerk. (18th Aug. 2021 to Till Date)

- Maintaining Inward & Outward register of correspondence of the office.
- Maintaining General register, consumable register and dead stock registers.
- Receive emails of the Office and promptly action the same.
- Prepare documents for submission of Annual audit.
- Verify bills for payments, Check the monthly pay sheet, and checking by cash book daily and fee collection.
- Records of Fee collection from bank counter & maintain its records.
- Supervise and maintain personal files of staff and faculty.
- Maintained movement register for staff under office administrator.
- Initiating disciplinary action wherever necessary on instructions of principal.
- Maintained Personal files of teaching and non-teaching staff.
- Maintained service books,
- Maintained leave records of staff.
- Maintaining of roaster.
- Preparing proposals for approval of staff by University of Mumbai.
- Maintaining of all the files duly numbered updated in all respects.
- Any other duties assigned by the principal from time to time.

❖ LANDMARK CO. PVT LTD, THANE GHODABANDAR RAOD, THANE

Designation: - Spare Parts Assistant (21st March 2021 to 16th Aug. 2021)

- Maintained all records of spare parts.
- Maintained Register.
- All Inventory of spare parts.

❖ NEW ENGLISH SCHOOL KHAVATI, TAL. KHED, DIST. RATNAGIRI

Designation: - Clerk Post (15th March 2018 to 20th March 2021)

- Maintaining Inward & Outward register of correspondence of the office.
- Maintaining General Register and dead stock register.
- Maintained Personal files of teaching and non-teaching staff.

- Maintained service books,
- Maintained leave records of staff.
- Maintaining of roaster.

❖ **GEN NEXT MOTORS, RENAULT, CHANDIVALI, ANDHERI, MUMBAI**
Spare Parts Executive (Dec. 2015 to 28th Feb. 2018)

- Maintained all records of spare parts.
- Maintained Register.
- All Inventory of spare parts.
- Purchase Orders
- Daily reporting of parts to Parts Manager.
- Maintaining Purchase order record.

Personal Details:-

Name	:- Mr. Umesh Ulhas Dalvi
Permanent Address	:- A/p- Khavati (Morewadi) Tal- Khed, Dist- Ratnagiri.
Mobile No	:- 8698512911
Date of Birth	:- 3rd March 1997
Nationality	:- Indian
State	:- Maharashtra
Languages	:- Hindi, Marathi, English
Gender	:- Male
Marital Status	:- Unmarried
E-mail address	:- udalvi747@gmail.com

Hobbies:-

Surfing on Internet, Traveling, Playing Cricket and Valley ball etc...

Declaration:-

I hereby declared that above stated information is true to the best of my Knowledge and belief.

Place: Morvande-Boraj

Date:

Signature,



(Mr. Umesh Ulhas Dalvi)