

# Mayur Malkhede

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## OBJECTIVE

To acquire a position wherein I can utilize my skills to contribute in the growth of organization as an energetic and responsible team member

## SKILLS

- Office Administration
- Social Media Handling
- Enquiry Handling
- Time Management
- Attention to Details
- Creativity

## WORK EXPERIENCE

- Freelancer at College Dunia (March 2023 to March 2024)
- Tele-Caller cum Sales Executive (19 March 2023 till date)

- **Academic In charge**

Company: SAPALOGY PRIVATE LIMITED (SAP Courses Training Institute at Nagpur)

Duration : Aug 2020 to Dec 2022| (2 Yrs ,3 Months)

Responsibilities Handled:

- ✓ Looking after Office Administration
- ✓ Managing Stationary & Other requirements, Making arrangements for events
- ✓ Managing Social Media Postings, Answering Queries of enquiries & Maintaining Data Excel
- ✓ Handling Enquiries and resolving doubts, Sharing Course Details

## EDUCATION DETAILS

- B.E. (Mechanical Engg.) passed from Priyadarshini Bhagwati College of Engineering, Nagpur From R.T.M.N. University, Nagpur with 67% in 2019
- H.S.C. passed from Maharashtra State Board with 53% in Year 2013.
- S.S.C. passed from Maharashtra State Board, Nagpur with 80% in Year 2011.

## CERTIFICATIONS

Certification Course in Tally & Office Administration from Tech Mahindra Foundation (Aug 2020) Nagpur

## COMPUTER SKILLS

- MS Office Tools
- Email Writing
- Social Media Handling

## ACHIEVEMENTS

- Robo Race Second Rank ( Line Follower )

## STRENGTHS

- Having capability to work within a team
- Can have patience to work and sustain stress.
- Ambitious, able to set and achieve high goals.

## PERSONAL DETAILS

Date of Birth : 08.02.1996.

Language : English, Hindi and Marathi (Read, Write and Speak)