**Aamir R Dhanse**

Executive - Operations & Admin

Address: Hamala, Kingdom of Bahrain

Phone No: +973 33218118

To,

The Manager,

Human Resource Department.

Dear Sir/Madam,

As a skilled **Operations & Administration** professional with experience of **5 years** in a wide range of Operations & Admin functions, I am pleased to present the enclosed resume. You will find my dedication and enthusiastic attitude to be of value to your company.

My expertise lies in successfully coordinating organizational planning and development through strategic Administration and Accounting programs. Throughout my career, I have facilitated Staff Recruitment, Benefits Administration, Compensation Planning, Staff and Management Training programs, and Employee Relations practices. With complementary skills in process improvement, records management, and team collaboration, I am confident that I can make an immediate and positive contribution to your organization.

My proven dedication to optimizing organizational success through my expert knowledge of human resources operations and strategies will contribute immensely to the success of the organization. It will be a pleasure to offer more insight into my qualifications, and I look forward to meeting with you soon. Thank you for your consideration.

Sincerely,
Aamir Dhanse

RESUME

AAMIR R DHANSE.

Email: aamir.dhanse@gmail.com

Ph.: +973 33218118

Career Objective
To work for a company as an Administration personnel utilizing and expanding relevant education while contributing to the company goals through exceptional administrative skills, knowledge and capabilities

Professional Experience

**Currently Working in ICabinets Bahrain as a Supervisor (Operations & Customer Support) since January 2022 to till date**

**Duties & Responsibilities**

* Responsible of making thè delivery schedule as per the contractual agreement signed between us and thệ Client.
* Coordinating everyday with the operators and packaging department regarding the projects to ensure smooth operation regarding the delivery for the next day
* Solving customer queries regarding the fixing or stock problems and taking feedback from the customer after the project is finished so as to build ả better brand image and to enhance the customer service.
* Reporting tỏ Management if there are any serious issues regarding the projects with the customers.
* Coordinating with the Sales and Designers regarding thể unpaid payments to make the schedule for thệ delivery
* Responsible for leading 10 teams and delivering 5-6 new projects on a daily basis.
* Responsible for arranging transportation for the installation teams and the materials.
* Responsible for arranging transportation for trading division and aluminum division.
* Whole and sole responsible for all the operations in the factory and coordination for the transport.
* Responsible for making deliveries for all other divisions such as trading and aluminum division
* Assisting thề Maintenance department in the issues and getting the job done to enhance the customer service
* Coordinating with the operator and the purchase department to make local orders regarding thệ wood and accessories which are insufficient.
* Coordinating with thệ Purchasing Department to make an order plan for the stock which is more in demand
* Making certain reports as per the requirement from thệ Management
* Updating the database report on a daily basis regarding the deliveries made and managing customers for two branches

**Formerly Working in ICabinets Bahrain as an Accountant from June 2020 to January 2022**

Duties & Responsibilities

* Generating Invoices & Receipts in Odoo System
* Generating Sales Order in the Odoo System
* Making Quotations as per the requirements from Sales Team
* Maintaining a record in Database File in Excel for the total Customers
* Generating LPOs in Odoo System for the Local Vendors
* Generating Sales & Collection Report on a daily basis in Excel
* Checking the Costings, Prices and the discount rate submitted by Sales Team
* Coordinate with Sales Team if there is any short come in the Costings & Prices
* Coordinate with Sales Team if there is any more discount given to the customers & Coordinating with the Management regarding the Clarification
* Experience of making many types of Reports in Excel, such as Sales Report, Cost Report, Quantity Report, etc on Daily basis, Monthly basis, Quarterly & Yearly
* Maintaining the Record of Attendance in MS Excel & Checking the Attendance & Overtime in the Odoo System
* Coordination with Vendors, Factory Representative, Customers & Management regarding any Grievances & get it solved as soon as possible
* Responsible of Doing all Secretarial & Reception work in the Office & Showroom

Worked as an Executive - HR & Admin in Magnum Management & Services Pvt Ltd, Mumbai

From 01 January 2018 to 06 January 2020

**Educational Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course | College/School | University/Board | Year | % Mark/Grade |
| P.G. Course in HR and Admin | Tata Institute OfSocial Sciences | Mumbai University | 2017-18 | “A” |
| B.Com. | K.M.C. College,Khopoli | Mumbai University | 2015-16 | “D” |
| H.S.C. | Janata JuniorCollege, Khopoli | Mumbai University | 2012-13 | “B” |
| S.S.C. | Shishu Mandir,Khopoli | Mumbai University | 2010-11 | 60.91% |

Technical Skills

* Basic knowledge of Odoo Accounting Software
* Basic Knowledge in MS Office, mostly in MS Excel
* Certificate in Tally ERP

Hobbies

* Net Surfing
* Visiting Hill Stations

Self-Assessment

* Ability to work well, both as an individual & in team environment.
* Good team player with effective organizational and good communication skills.
* Strong desire to learn and work on new projects.

Personal Information

* Name: Aamir R Dhanse.
* D.O.B: 03 February 1996
* Father’s Name: Mr. Dhanse Rashid I.
* Mother’s Name: Mrs. Dhanse Rashida R.
* Present address: Al Hamala, Kingdom of Bahrain
* Martial Status: Single
* Languages: English, Hindi and Marathi.
* **CPR: 960235388**
* **Bahrain Driving License: Yes, Valid Until 17th February 2026**

Declaration
I hereby declare that all statements made here in are true to the best of my knowledge and

belief

Date:

Place:

Aamir R Dhanse.