

# TEJAS PATHARE

☎ (+91) 9699 886 008 ✉ tejaspathare@gmail.com

Production Assistant - Security

## Professional Summary

Looking to become part of a growing and productive team within a reputed company that will allow me to both utilize and grow skills as a Cargo Production Assistant - Security. Ready to go the distance using talents to bring value to team management through solid communication interpersonal skill and strong knowledge of freight and cargo practices. To establish and pursue on a challenging yet rewarding career in a corporate world and to other field as well and to apply the knowledge that I acquire from my work experienced and respective institution.

## Professional Experience

### MUMBAI CARGO SERVICE CENTER AIRPORT PVT. LTD.      October 2021 - Present

Production Assistant - Security

- ❑ Guarding of Company's Property. Keeping records of expert cargo received on behalf of our client with respect to weight volume check.
- ❑ Handling, Carrying and Escorting Valuable cargo from one place to another, guarding valuable cargo in the hold of the aircraft till its departure.
- ❑ Preventing pilferage of our client's cargo and its parts and Carrying out administrative duties of the station.
- ❑ Maintaining records of all personnel incoming and outgoing of our office / warehouse.
- ❑ Gathering information relevant to the Company.
- ❑ Assisting and carrying out physical examination of cargo with intent to deter harmful material like bombs, explosive etc... being contained therein.
- ❑ Maintaining the discipline and decorum of the Company and warehouse at all times.
- ❑ Carry out the assigned task diligently, effectively and timely in order to achieve utmost quality level and therefore customer satisfaction.
- ❑ Carry out any other task (S), duties assigned from time to time by your seniors.

### SUNSAI MEDIA DEVELOPERS PVT. LTD.                      October 2020 - April 2021

Operations Executive

- ❑ Preparing financial documents such as invoices, bills and accounts payable and receivable.
- ❑ Opening new bank accounts and responsible for its documentations (Board resolution, Authorized Signatories addition and deletion, Finance committee members list etc.).
- ❑ Preparing Projects reports, Revenue Projections, Investor Proposal Reports and PowerPoint Presentations for valuable and various types of projects.
- ❑ Sorting financial documents and posting them to the proper accounts and managing monthly.
- ❑ Budgeting tasks. Maintaining financial accounting records and cash flow statements in excel. Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records and statements.
- ❑ Prepare Reports, letters, Deeds, Agreements and other documents.
- ❑ Looking Daily Banking function & Co-coordinating with banks and Petty Cash Handling.

### ADDITIONAL SKILL

- Excellent customer service, Interpersonal skills.
- Strong problem-solving, Teambuilding skills, Motivational interviewing, Leadership skills.
- Analytical Thinking and Communication.
- Adaptability and Time Management.
- Emotional Intelligence.
- Attention to Details.

### CERTIFICATIONS

- Basic AVSEC Certified by Bureau of Civil Aviation Security  
Passed Year: May 2022
- Dangerous Goods Regulations (Initial) - CAT 12 Approved by DGCA, India  
Passed Year: 1<sup>st</sup> July 2022  
Valid Till: 30<sup>th</sup> June 2024
- Google Digital Unlocked - The Fundamental of Digital Marketing  
Passed Year: April 2021

**JUNGLELORE STUDENT EXPEDITIONS PVT. LTD.** **April 2014 - July 2020**

**Head of Operations and Logistics**

- Booked high volume domestic and international business reservations.
- Maintaining positive relationships with vendors of Direct Travel, such as Car rentals, Hotels, Safari, Activity bookings and Airlines.
- Managing and processing all Travel-Related Documentation, Including Vendors and Customers payments, Itineraries and Presentations, Visas, Medical, Insurances and Legal Forms.
- Assisting with any travel-related issues that may arise.
- Researching travel deals and evaluating prices and services.
- Arranging travel accommodations for School Edu Trips and business visitors.
- Creating, optimizing, and monitoring corporate travel policies.
- Preparing travel budget reports and costing part.
- Analyzing and preparing reports on travel spend.

**MISSING COMPASS PVT. LTD.** **September 2011 - March 2014**

**Assistant Operations Manger**

- Booked high volume domestic and international business reservations & provided customer support for clients.
- Prepared travel itinerary for clients & Trained new employees on customer service and up selling.
- Acted as liaison between airline companies and customer.
- Arranged Hotel Accommodations, Car Rental, Sightseeing, Activity and Safari bookings for clients.
- Booked and arranged tours to Asia and International Customers.
- Ensured that the tourist or visitors are settles comfortably in their hotel and Ensured that customers have a worthwhile experience during the tour.
- Handled emergency and such other situations.
- Expertise in selling international destinations, group travel and leisure FIT travel planning.

**VISIT EVENTURES PVT. LTD.** **August 2009 - September 2011**

**Sales & Marketing Executive**

- Promote and market the business, sometimes to new or niche markets.
- Sell travel products and tour packages to Degree Colleges.
- Source products and destinations to meet consumer demands for bespoke travel and sustainable tourism.
- Deliver and exceed branch performance and productivity.
- Take part in familiarization visits to new destinations, to gather information on issues and amenities of interest to consumers.
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- Liaise with travel partners, including airlines and hotels, to manage bookings and schedules, often a year in advance.
- Deal with customer inquiries and aim to meet their expectations.
- Provide sales reports to head office.
- Implement alternative and innovative ideas for achieving new business.
- Oversee the smooth, efficient running of the business.

I am an enthusiastic, seeking a challenging job opportunity that will offer me a chance to implement my expertise, skills and abilities, towards the success of the organization, in building Service based client relationship and in turn would enhance my career.

**DATE:** 31/07/2022

**PLACE:** MUMBAI

**EDUCATIONAL QUALIFICATION**

- Bachelor of Commerce from Mumbai University  
Passed Year: Pursuing
- M.S.C.I.T from Maharashtra Knowledge Corporation Limited  
Passed Year: 2009
- H.S.C from Maharashtra Board  
Passed Year: 2008
- S.S.C from Maharashtra Board  
Passed Year: 2009

**TRAVEL DOCUEMNTS**

**Name on Passport:**

Tejas Ravikant Pathare

**Date of Issued:** 04th Sept 2013

**Date of Expiry:** 03rd Sept 2023

**Passport Number:** L4759400

**Place of Issued:** Mumbai

**PERSONAL DETAILS**

**Date of Birth:** 03<sup>rd</sup> July, 1990

**Marital Status:** Single

**Address:** 138/7, Bldg. No. 5, Sagar (HIG) Co. Op. Hsg. Society, S. L. Raheja Hospital Marg, Mahim (West), Mumbai - 400016, Maharashtra, India.

**TEJAS RAVIKANT PATHARE**