



PRASHANT BARSHIKAR

Manager



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yesprashant90@gmail.com

WORK EXPERIENCE

Manager

AGE

30

ABOUT ME

Dedicated Manager with over 7 years of experience in supervision, operations management, administration, training, project management and cross-functional communication. Team player with expertise managing staff for efficient production. Detail-oriented scheduler seeking to leverage background into managerial role with progressive organisation. Detailed Manager effective at creating positive environments where employees can thrive and succeed. Reliable and aware of direct competitors and strategies. Looking for new management role where hard work and dedication will be highly valued. Versed in all aspects of staffing, including recruiting, hiring, scheduling and performance reviews. Confident Office Manager successful at increasing monthly revenue, marketing strategies and product development. Skilled at understanding customer and employee requests and meeting their needs. Seeking to bring further success by strengthening staff training, streamline internal systems and facilitate sales techniques. Results-driven with a proven track record of offering project management, producing quality outcomes through dynamic leadership and motivational techniques. Liaises with clients to determine requirements, making detailed cost estimates and generating consistent repeat business.



Education

- **High School**

H.K. Gidwani Cos. Eng, High School
Maharashtra State Board Of Secondary And Higher Secondary
Education
Mumbai, Maharashtra

Completed, March 2006

- **Diploma, Computer Engineering**

Tilak Maharashtra University
Pune, Maharashtra

Completed, July 2009

- **Diploma, Counselling & Spiritual Health**

Annamalai Open University
Pune, Maharashtra

Completed, August 2019

- **Bachelor of Arts, (Hons) Psychology**

Indira Gandhi National Open University (IGNOU)
Mumbai, Maharashtra

Pursuing

- **AMIETE**

The Institution of Electronics and Telecommunication Engineers
Mumbai, Maharashtra



Work Experience



January 2012 - August 2016

Builder Assistant

Ashlesha Proprietor

Navi Mumbai, Maharashtra

- Consulted with professionals, such as architects or engineers to gather vital information about projects.
- Coordinated training for construction teams on site-specific requirements, techniques and procedures.
- Enhanced traceability by processing, reviewing and developed organisation systems for project documentation.
- Managed daily operations within Ashlesha Proprietor office by supporting continuous delivery of excellent services and care.
- Generated financial reports for management review.
- Oversaw training and daily performance of 10-15 staff.
- Managed various aspects of building projects, including deadline setting, supply sourcing and outsourcing subcontractors.
- Maintained scheduling and payment systems to ensure prompt, accurate payments.
- Accepted and unloaded deliveries checking off receipts, and notifying delivery drivers of missing products.
- Studied and understood project specifications and plans, managing each project effectively within set timeframes.
- Maintained site cleanliness and safety, clearing rubbish and organising site materials and equipment.
- Skilfully followed measurements and markings on-site to set up materials and tools, maintaining complete accuracy to maximise workflow.
- Maintained general cleanliness of worksite, including removing rubble and cleaning surfaces for painters, tidying regularly to maximise workflow.
- Carried out general administration such as work scheduling, budget management and stock ordering.
- Evaluated systems in use to uncover problems, complete maintenance and recommend solutions.
- Conducted extensive analysis of blueprints and construction regularly, ensuring outcomes matched design specifications.



October 2015 - August 2017

Life Insurance Advisor

Kotak Mahindra Old Mutual Life Insurance Limited

Mumbai, Maharashtra

- Evaluated and pursued sales leads obtained through direct referrals, networking, marketing, cold-calling and lead databases.
- Called 3 warm leads each week in an effort to expand client base.
- Interviewed prospective clients to learn about their financial needs and discuss any existing coverage.
- Cultivated positive relationships with providers to drive profits.
- Upsold additional products and services after identifying customer needs and requirements.
- Displayed consistent, positive attitude towards customers, peers and other personnel, even during high-stress situations.
- Scheduled fact-finding appointments and consultations to determine client needs and overall financial situations.



August 2016 - August 2017

Office Administrator

Anand Rawat Proprietor

Navi Mumbai, Maharashtra

- Managed office correspondence efficiently and timely, such as emails, phone calls and packages.
- Ensured office records stayed up to date, updating when necessary.
- Maintained company accounting records by entering accounts payable, accounts receivable, invoices and expense reimbursements.
- Maintained excellent team relationships by proactively helping others with complex problem-solving tasks.

- Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.
- Communicated product features to customers, providing detailed usage instructions to ensure satisfaction and generate repeat business.
- Skilfully negotiated goods prices with customers using excellent persuasive and sales techniques.
- Managed purchases, receipts and the documentation of finished stocks.
- Communicated with vendors to place and receive orders, request maintenance services and deliver instruction on behalf of office management.
- Developed strong professional rapport with vendors and clients.
- Created highly organised filing system for account documents resulting in increased efficiency.



August 2017 - July 2019

Business Contract Manager

Suman Enterprises

Pune, Maharashtra

- Created comprehensive estimates to benefit both company and customer.
- Hired and managed subcontractors covering disciplines such as civil works & electrical installation.
- Worked with MSEB teams to provide installation, repair and maintenance for SCADA systems.
- Managed the installation of various electrical systems, including lighting, electronic devices, electrical equipments, security, completing to customer specifications.
- Tracked employee time and attendance for payroll.
- Resolved vendor and employee enquiries about invoices and purchases quickly through research.
- Supervised team of up to 2 clerks.
- Communicated with vendors and clients to facilitate timely payments.
- Maintained account books with accuracy by entering data precisely and proofreading.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Closely monitored company finances, regularly reviewing budgets to succeed against spending targets.
- Generated new business by developing marketing events, prospect calls and networking referrals.
- Recruited, hired and trained new employees, including monitoring and review of individual performance with personalised staff development programmes, enhancing loyalty and dedication to the Suman Enterprises.
- Used excellent problem-solving and issue-resolution strategies to rectify difficulties quickly and effectively.
- Maintained a positive, professional working environment for optimal staff and customer satisfaction.
- Used outstanding communication and relationship-building abilities to lead by example in providing first-class customer care.
- Closely monitored operations, ensuring crew followed all regulations, protocols and safety guidelines.
- Conducted extensive site surveys before starting projects, ensuring ground maintained fit and ready for project.
- Successfully handled and resolved project situations as they arose to limit tensions and disruptions.
- Regularly inspected project sites, successfully identifying and eliminating potential safety hazards.
- Maintained safe and efficient operations by monitoring staff and sub-contractor performance.
- Conducted general maintenance, inspection and performance test on electrical systems, in line with safety requirements.



September 2016 - March 2020

Business Associate

Phoenix Enterprises

Navi Mumbai, Maharashtra

- Built and nurtured productive professional relationships through strategic networking, enhancing brands reach.
- Assessed acceptable new business risk parameters, maintaining compliant services and maximising profit.
- Delivered proactive coaching and guidance to management teams on best practice, policy and process strategy.
- Created and delivered innovative, transformative business restructures, maximising operational efficiency and financial growth.
- Developed and implemented people management strategies, maximising staff capabilities and competencies.
- Critically evaluated operational processes and performance, improving efficiency and limiting risk.
- Used exceptional analytical thinking and commercial judgement to evaluate and improve day-to-day business processes.
- Established and oversaw strategic business actions and streamlined operations.

- Cultivated successful business culture focused on performance optimisation and goal attainment.
- Devised strategic improvements to resolve issues and spearhead necessary operational updates.
- Communicated with clients to meet fiduciary obligations, strengthen relationships and define client objectives.
- Cultivated strong industry relationships to promote services and improve business operations.
- Oversaw strategic business decision-making to develop, enhance and enforce business mission.
- Led organisation, established business direction and actualised operational plans to meet goals.
- Leveraged expertise to conduct financial analysis, research business deals, negotiate and close on contracts.
- Evaluated departmental performance and developed improvements to key operations.
- Oversaw business-wide decision making to maintain business mission.
- Analysed and determined courses of action to align operations and revenue performance with organisational goals.
- Conducted financial analysis, researched business agreements, and negotiated and closed on critical contracts.



September 2020 - October 2021

Business Associate

Royal SS LLP

Navi Mumbai, Maharashtra

- Carried out general administration such as work scheduling, budget management and stock ordering.
- Received and analysed project scope documents, and asked relevant questions to develop full understanding of planned work.
- Completed tasks to accurate specifications by following blueprints and communicating with construction teams throughout jobs.
- Tracked all project actions and changes with detailed documentation.
- Contributed to assigned area of project with a mindset of producing high-quality, efficient work.
- Applied understanding of relevant legal regulations and quality standards to all work.
- Enhanced customer satisfaction ratings by motivating team members to strengthen quality and increase productivity.
- Diminished costs, reviewed and qualified competitive contractors as well as Sub-contractors bids prior to contract execution.
- Resolved issues quickly through meticulous research and quick decision making.
- Led and contributed to market and business development activities, identifying and pursuing new potential client services opportunities.
- Met individually with employees to offer feedback and insight on job tasks based on careful review.
- Oversaw strategic business decision-making to develop, enhance and enforce business mission.
- Consulted with professionals, such as architects or engineers to gather vital information about projects.
- Quality-assessed processes, methodology, services and products, identifying and implementing appropriate, corrective action.
- Completed various construction tasks including Road and Building Repair without supervision, assistance or issues.
- Interfaced with labourers, clients and City Engineer to ensure timely project completion.
- Liaised with company safety representatives to promote awareness and understanding of safety protocols.
- Saved money by overseeing cost-effective materials and supplies estimates and measurements.



Training and Certifications

- Object Oriented Programming Using C++, NIIT Academy, 2009
- RH133 Red Hat Linux System Administrator, RH033 Linux Essentials, RH253 Networking & Security Administration, Red Hat India, 2010
- CMS Certified Network Specialist, CMS Computer Institute, 2010
- Six Sigma Black Belt, MSME - TECHNOLOGY DEVELOPMENT CENTRE, Govt. of India Organisation
- Certification of Participation in All India Electronic Media Training , Media Wing of Rajyoga Education & Research Foundation, Brahmakumaris, Mt.Abu(Raj.), 2011
- Life Coaching (Beginner to Advanced) , The Academy of Modern Applied Psychology, 2021



Computer Proficiency

Operating Systems

- Microsoft Windows ●●●●●
- Red Hat Linux ●●●●●

Software

- Microsoft Office ●●●●●



Skills

Computer proficiency

Analytical & problem solving

Adaptability & Empathy

Human Resource

Positive Work Ethic

Office management skills

Typing & Presentations/Slideshows

Market Research

Data analytics

Diplomacy

Strategic & critical thinking

Business acumen

Email, Social media marketing and paid social media advertising



Languages

- English ●●●●●
- Hindi ●●●●●
- Marathi ●●●●●



Personal Interests

- Volunteer once a week as counselor assistant at Brahmakumaris Foundation.
- Rajyoga Meditation.
- Yoga Exercise.
- Playing Music.
- Hiking and trekking.
- Body Workout.
- Gardening
- I love to capture moments. (Photography)
- Listening to Music.
- Cooking & baking.
- Reading fiction & non-fiction books (Self Help).
- Travelling.
- Playing individual & team sports (football, cricket, cycling, badminton, running)
- Gaming.



Personal Details

Father's Name:	Mr. Shivaji Baburao Barshikar	Marital Status:	Married
Birthday:	14/11/1990	Nationality:	Indian
Gender:	Male	Passport No.	M1636614, Expires 08/22/24

Address: Flat No.12,Building No.23,Shree Neelgiri CHS,
B Cabin Road, Navre Nagar
Ambernath - 421501
Maharashtra

Declaration

I, Prashant Barshikar, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Prashant Barshikar

Ambernath , Maharashtra
17/09/2021

