

Abhijit Dandge

✉ dandgeabhee08@gmail.com

☎ 8855045080

📍 Yavatmal, Maharashtra

in Abhijit Dandge

Profile

Results-oriented professional with a proven track record in office operations and management, specializing in counseling and public relations. Successfully served as a Counselor and Public Relations Officer in the HR Admin department, adept at fostering positive workplace environments. Currently excelling as an Area Coordinator, demonstrating strong leadership skills and a strategic approach to enhance overall organizational efficiency. Proficient in HR administration, dedicated to optimizing team performance and ensuring seamless office

Education

B.Com, *Gilani Mahavidyalay*

July 2009 – April 2012

Ghatanji, India

MSCIT

May 2007

Languages

- Marathi
- Hindi
- English

Professional Experience

Area Coordinator, *Gramheet Private Limited*

November 2023 – present | Yavatmal, India

- Led office operations, improving workflows and productivity
- Organized events with attention to detail, managing seamless logistics
- Enhanced efficiency and cost-effectiveness through process improvements
- Streamlined event management strategically
- Managed social media channels, implementing engaging content strategies
- Achieved measurable results in office operations, event management, and online presence
- Prioritized sustainability and positive community impact in all activities

Public Relation Officer (HR and Admin),

Green Gold Seeds

October 2022 – October 2023

Chh.Sambhaji Nagar, India

- Lead second-line HR operations, covering events, meetings, hygiene, and canteen management.
- Ensure smooth and well-organized basic interview processes, focusing on logistics and coordination.
- Manage camps and logistics for HR initiatives, ensuring their successful execution.
- Supervise security and CCTV surveillance for a secure workplace.
- Collaborate with different teams for the seamless execution of HR activities.
- Maintain a clean and health-conscious workplace through effective hygiene management.
- Optimize canteen operations for a satisfying dining experience for employees.
- Implement and improve security measures for personnel and asset protection.
- Plan and execute impactful HR-related events to boost employee engagement.

Skills

- Public Relations
- Office Operation
- Event Management
- Security And Hygiene Management
- Hospitality and Guest Management
- Communication

References

Mr.Madhav Dhande, *Former COO*,
Green Gold Seeds
dhandema@gmail.com, 9595637666

Mr.Pankaj Mahalle, *CO Founder*,
Gramheet Private Limited
Pankajmahalle@gramheet.com,
9370716975

- Organize exhibitions with meticulous attention to detail, ensuring seamless execution and a positive impact on stakeholders.
- Manage guest hospitality for various events, providing a welcoming and professional experience to enhance overall satisfaction.

Counsellor, *S.G. Group*

September 2018 – September 2021 | Yavatmal

- Offer counseling on polyhouse and netshade projects, explaining specifications, costs, and timelines.
- Assist clients in choosing construction options that align with their preferences and needs.
- Address inquiries and concerns, providing relevant information for client satisfaction.
- Collaborate with the sales team to promote services and generate leads.
- Stay informed on industry trends, regulations, and technological advancements.
- Maintain accurate records of client interactions and project details.

Interests

Singing, Writing, Playing Cricket