



CURRICULUM VITAE

D-602 / Seven Eleven Residency,
Laxmi park Kanakia road,
Near Park view hotel,
Mira Road (East)
Thane 401107

Tungekar Atif Altaf

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Personal Information :

Date of birth : 7th August 1988
Nationality : Indian
Marital status : Single
Language known : English, Hindi, Marathi, Gujrathi, Arabic

Academic Profile :

Examination	Name of the Institute	Year Of Passing	Grade
T.Y.B.Com	Mumbai board	2009-10	B Grade
PGDEM	EMDI	2009-10	Post-graduation in Event Management

Prior Job Description:

Organization	KATOE NATIE KHONAINI
Description of Organization	PETROCHEMICAL / LOGISTICS
Designation	DISPATCHER CUM ADMIN EXECUTIVE
Date of joining	27 th March 2018
Resigning	31 st August 2020
Duration	2 years 5 months

Job Role

- Monitors and maintains current **inventory** levels; processes purchasing orders as required; tracks orders and investigates problems. Records purchases, maintains database, performs physical count of **inventory**, and reconciles actual stock count to computer-generated report
- **Document** controllers maintain project **documents**. They ensure that accurate information is distributed throughout an organisation, on time, to the people who need it.
- Entire communication with PP & PHP department for material production
- Coordination with transporter for loading & dispatching as per production and order schedule
- Generating reports, maintaining stock records, preparing Picking list and Delivery note through SAP ERP ABAP end user.
- Multitasking

Prior Job Description :

Organization	Huma Caterers
Description of Organization	Marketing & Operation
Designation	Manager
Duration	5years 9months
Date of Joining and Resigning	Jan 2006-Sep2011

Job Role

- The ability to lead and motivate staff
- An appreciation of customer expectations and commercial demands
- Ability to work under pressure
- Flexibility and the ability to solve problems in a pressurized environment;
- Customer-facing experience
- Drive and determination to improve standards and profitability
- Under head chef to coordinate while making Food with all given details
- Controlling a budget and keeping accurate records
- Managing health and hygiene procedures
- Recruiting, training and developing staff.

Prior Job Description :

Organization	Pentagon Events and Activation PVT.LTD
Description of Organization	On ground Marketing, Events, BTL and ATL execution
Designation	Operation Junior Project Associate
Duration	4years 5months
Date of Joining and Resigning	Sep 2011 – Feb 2016

Job role

- To execute the entire event from **Production planning** till execution
- **Vendor management** is a term that describes the processes organizations use to manage their suppliers, it includes activities such as selecting vendors, negotiating contracts, controlling costs, reducing vendor-related risks and ensuring service delivery
- Revert Specialist
- Merchandising
- Procurement
- BTL Activations (Road show, Movie branding & promotion , Mall activation, Brand launch)
- ATL Events (MAMI festival, KALA GHODA festival, TIMES LIT festival, Colors TV events, SONY TV events, ZEE events)

Prior Job Description:

Organization	OGM Events PVT.LTD
Description of Organization	On ground Marketing, Events, BTL and ATL execution
Designation	Assistant Manager
Duration	June 2016
Date of Joining and Resigning	Sep 2016

Prior Job Description:

Organization	Desire Unlimited events
Description of Organization	Wedding Planner
Designation	Business Development Manager / Production Manager
Duration	Sep 2016
Date of Joining and Resigning	Mar 2018

Job role

- Coordinating with the bridal couple to identify their requirements and suggest creative ideas and inspirations accordingly
- Liaising with the **vendors** to source the required materials Labour management
- Plan **cost management** as per event and venue
- Overlook the entire process of Production department and manage as per the queries of client

Passport details :

Passport number	M5638079
Nationality	Indian
Date of Issue	15-01-2015
Date of Expiry	14-01-2025

SKILL & EXPERTISE

- Project Planning & Execution
- Inventory Controller
- Documentation
- Vendor Management & Retention
- Manpower Management
- Revert Specialist
- P&L Management
- Team Management
- Time Management & Organizational Skills
- Event Management
- Procurement
- SAP ABAP ERP end user
- Risk Management

Awards & Rewards

- Spectacular performer award – 2011-2012
- Long Service Award – 2013 & 2014
- Mr. Google

IT Exposure :

Basic knowledge of Computer	
Internet Fundamentals	<ul style="list-style-type: none">• Microsoft• Google• SAP ABAP END USER
SAP SOFTWARE	
Conversant with MS Office	<ul style="list-style-type: none">• Microsoft excel• Microsoft word• PowerPoint• Outlook

Hobbies :

- Cricket
- Sketching
- Music

I certify that all the information provided by me in this application is correct and complete to the best of my knowledge.

Place:
Mumbai

Date:
19.05.2021

Digital Signature:
ATIF.A.TUNGEKAR