

Kunal Kadambande

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Address: A-1005, Three Jewels, Pune -411037

PROFESSIONAL ABRIDGEMENT

- Administrative and operations professional with 7+ years of experience across Banking Operations, Sales Management, Production Supervision, Dispatch, Office Maintenance, and Travel & Compliance Coordination.
- Skilled in documentation, compliance, and process optimization using tools like MS Word, MS Excel, Tally ERP 9, MS Visio, and JIRA.
- Knowledgeable in BA concepts like requirement gathering, stakeholder communication, process mapping, and mockup/prototype creation using tools like Axure RP and Balsamiq.
- Experienced in implementing 5S techniques for workplace efficiency and hygiene.
- Strong organizational, analytical, and communication skills with a proactive problem-solving approach. Familiar with Software Development Life Cycle (SDLC) and methodologies like Agile and Waterfall.

CORE COMPETENCIES

- Administrative Management and Compliance Coordination
- Stakeholder and Client Communication
- Requirement Gathering & Documentation using JIRA
- Process Mapping and Wireframing (MS Visio, Balsamiq, Axure RP)
- Production & Dispatch Planning
- Visa, Passport & Travel Documentation
- Knowledge of SDLC Basics and Coordination with Technical Teams
- Expertise in Tally ERP 9 – Accounting, JV, Sales/Purchase, Bank Entries
- Implementation of 5S Office Management Techniques
- Proficiency in MS Excel, MS Word, and Document Handling

SOFTWARE SKILLS

- **Office/Admin:** MS Word, MS Excel, Tally ERP 9
- **BA & Process Tools:** MS Visio, Axure RP, Balsamiq, JIRA
- **Accounting Functions:** Journal entries, Sales/Purchase, Receipts/Payments, Bank Reconciliation

PROFESSIONAL WORK EXPERIENCE

Organization:	World Foods LLP
Designation:	Admin
Duration:	2019 – Present
Location:	Pune

Responsibilities:

- Handled administrative and banking operations efficiently, enhancing workflow through digitized documentation.
- Managed ticket bookings, visa applications, and itineraries for company staff and executives.
- Oversaw housekeeping and office maintenance, implemented 5S standards for a clean, efficient workspace.
- Collaborated with internal teams for daily operations, inventory coordination, and client documentation.

Organization: World Foods LLP
Designation: Production In-Charge
Duration: 2017 – 2019
Location: Pune

Responsibilities:

- Supervised production activities ensuring on-time delivery and adherence to quality protocols.
- Managed inventory, raw material procurement, and team leadership for improved efficiency.
- Reduced operational costs through process audits and efficiency tracking.

PROJECTS UNDERTAKEN

Project 1

Project Name: Travel and Compliance Hub
Domain: Corporate Admin and HR Compliance
Role: Admin cum BA Coordinator

Project Details:

The Travel and Compliance Hub aimed to streamline employee travel arrangements, visa documentation, and compliance protocols across multiple departments. As an Admin cum BA, responsibilities included gathering travel requirements, maintaining regulatory compliance logs, coordinating with third-party agents, and optimizing the workflow through structured document management. The system enhanced the accuracy and timeliness of travel and compliance services for over 100 employees.

Responsibilities:

- Collected and documented stakeholder requirements using JIRA.
- Created process maps using MS Visio.
- Developed wireframes and travel approval screens using Axure RP and Balsamiq.
- Managed data logs and compliance trackers.
- Provided monthly reports to senior management.

SCHOLASTICS

Degree	Institute	University/ Board	Year of Passing	Percentage/ Grade
BSc (Chemistry)	IGNOU	IGNOU	2022	60%
H.S.C.	D.R. College, Nandurbar	Nashik Board	2016	55.54%
S.S.C	D.R. High School, Nandurbar	Nashik Board	2014	92.73%

Personal Details

Name	Kunal Kadambande
D.O.B	7 February 1998
Languages Known	English, Hindi, Marathi.
Permanent Address	A-1005, Three Jewels, Pune -411037

Declaration:

I hereby declare that the information provided above is true to the best of my knowledge.

Date:

Kunal K. Kadambande