

# Aniket Zaveri

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## Summary

To have growth and challenging career in the field where in I can enhance my knowledge through continuous learning.

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## Education

### S.S.C

Shivaji Park Lion high School • Mumbai, Maharashtra  
03/2012

### H.S.C

Shankar Narayan Collage • Mumbai, Maharashtra  
02/2014

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## Experience

### Software Support Specialist

i9 Innovations And Educations Pvt Ltd • Mumbai, Maharashtra  
10/2020 - Present

- Shared Relevant Data With State Covid Task Force For genome decoding
- Made Daily Report for the hospitals And MCGM
- Supervising a Team Of 8 People
- Maintaining The Confidential Data For 5 Make Shift Covid Hospital

### Operations Manager

Crayon & Co • Mumbai, Maharashtra  
06/2019 - 11/2020

- Operate day-to-day functions of the department and follow all procedures
- Made SOP's for the operation
- Functioned as a SPOC, for internal and external communication to the CEO

### Approval and Rejection

Epicenter • Mumbai, Maharashtra  
04/2018 - 06/2019

- Completed daily reports of incidents, Used source documents to verify and sort digital data.
- Used spreadsheets to record client information in the company's database to give administration easy access to client data.
- During the period of service, have received 1 certificate on performance evaluations for outstanding service in performing duties, actively

### Team Leader/Supervisor

IFS • Mumbai, Maharashtra  
05/2016 - 01/2018

- Responsible for overseeing all activities within a team.
- Identify team goals and evaluate team progress
- Managed reporting of data with the overseas clients

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### **Skills**

- Microsoft office
- Excel
- Management
- Operations Management

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### **Languages**

- English
- Hindi
- Marathi
- Gujrati

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### **Hobbies**

Dancing (TV Shows) & Photography ( Freelence )