

Resume

Personal Details: -

RAAKESH .S. MAHADIK.

Residential Address: A/504, Jay Malhar Building, Padwal Nagar, Wagle Estate, Thane West

Pin Code – 400 604

Mobile: +91-9820883835

Date of Birth: 12 February 1983

Nationality: Indian

Career Objective:-

To be part of reputed organization which provides a steady career growth along with job satisfaction, challenges and give value contribution in the success of organization.

Education History:-

	Passed Year	Class	University
S.S.C	March 1998	1 st Class	Mumbai
H.S.C	February 2000	2 nd Class	Mumbai
Graduation	June 2009	1 st Class	Commercial, New Delhi

Other Skill and Certification:-

Computer Skill:

MS-CIT computer Soft ware Course with First Class

Language Skill:

Marathi (Native Tongue)

Hindi (Reading and Writing Skill)

English (Reading and Writing Skill)

Work Experience:

October 2008 - Current	<p>Radix Corporate Solutions Pvt Ltd www.radix.net.in Manager – Variable Data Printing</p> <p><u>Responsibilities and achievements</u></p> <p>Mail merging customer data from excel to word Personalization Letter with customer details Data security and data cleaning Maintaining MIS for day to day activity Staff related work</p>
February 2008 – September 2008	<p>Spanco BPO Pvt Ltd, Vashi, Navi Mumbai Field Supervisor – Personal Loan Collection</p> <p><u>Responsibilities and achievements</u></p> <p>Handling day to day shift activities Coordinating with field executive and take updation for payments Taking feedback from collection agencies for payments Sending daily payment report every day to client</p>
January 2007 – January 2008	<p>Adventity BPO Pvt Ltd, Thane Contact Center Executive – Two Wheeler Loan Collection</p> <p><u>Responsibilities and achievements</u></p> <p>Make a call to customer to collect EMI Request customer to visit respective branch to make payments or take a appointment to collect EMI Solve the queries of customer</p>

December 2003 – September 2006	Telematrix Consultancy Pvt Ltd, Mumbai Field Executive – Consumer Loan <u>Responsibilities and achievements</u> To convey customer to pay EMI by going door step Handling customers who are not ready to pay EMI Updating feedback and submit the same to client
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Personal Competencies:-

Ability to work in a fast-paced environment to set deadlines
Excellent oral and written correspondence with an exceptional attention to detail
Highly organised with a creative flair for project work
Enthusiastic self-starter who contributes well to the team

Interest and Activities:-

Cricket, Shopping and Games

Date:

Place: Thane

(Mr.Raakesh Sundar Mahadik)