

# Kiran Sanjay Kharat

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## SUMMARY

Myself Kiran Sanjay Kharat and I have completed Mechanical Engineering in 2017 and I have experience of handling team, transportation, customer coordination, pricing, vendor management. I am looking to be a part of successful organization where I can contribute my Knowledge and Skills to the Organization's Growth and enhance my experience through continuous Learning and Teamwork.

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## EXPERIENCE

### Moving Services Consultant

Cartus India Pvt Ltd

August 2022 – Present, Bangalore, Bangalore

- 1. Managing and delivering International Mobility Services for Household Goods.
- 2. Working on Financials CSRs to provide estimates and actual results to the client team to avoid any financial risk.
- 3. Working with the Client team on required approvals and sharing it with the Freight Forwarders.
- 4. Responsible for liaising with the Freight Forwards to get the updates and simultaneously updating the client team.
- 5. Updating the HEX systems ensuring that the shipment is insured to avoid any risk.
- 6. Managing and providing premium services to VIP clients.
- 7. Responsible for managing custom escalations during the moving process.
- 8. Responsible for handling team escalations, work allocations and process improvement.

### Assistant Manager- Operations

HappyLocate Relocation Services Pvt Ltd

April 2022 – July 2022, Bangalore, Bangalore

- 1. Partner On boarding and Training and managing their queries.
- 2. Coordinating with Pan India partners for pricing purpose, negotiating with them on quotes and prizes.
- 3. Assigning vendor/partners once booking done, resolving on ground queries of the vendor and ground team.
- 4. Coordinating with Sales and operations team for all queries of the vendors.
- 5. Looking into partner invoicing, partner weekly payment cycle after coordinating with Accounts team.

### Move Coordinator

Writer Relocations/Glovve Portal LLP

February 2020 – January 2022, Vashi, Navi Mumbai

- 1. Handling end to end business of Home, Car and office relocation.
- 2. Managing relationship with Vendors/Partners/Freight Forwarders.
- 3. Handling customers for all their queries and all other issues till the end of movement.
- 4. Last mile delivery, coordinating with vendors, and drivers till delivery of goods.
- 5. Policy generation from the insurance portal, taking the required details from customer and generating the policy from insurance portal.
- 6. Handling insurance part whenever there a damage to the goods informed by the customer. Discussing with the shipper and insurance claims department /Surveyor till closure of the claim.

### Operational Consultant

Universal Sampo General Insurance Co. Ltd.

March 2018 – January 2020, Airoli, Navi Mumbai

- 1. Complete Working knowledge and experience of policy Administration software – Genisys Configuration.
- 2. Hands on Experience in Processing of various Health Retail and Group Products within expected TAT.
- 3. Coordinating with Discrepancy Team when there an issue with the policies.
- 4. Scrutiny & Quality Control of genuine policy document & Proposal.
- 5. Guidance to the policy processing Team related to any queries for issuance of policies.
- 6. Resolve the queries & complaints received from the insured within a time frame.
- 7. Generating day-to-day policy processed data from system and share it with IT and TPA team.
- 8. Creating day-to-day data of Health cards and Coordinating with Dispatch Team for dispatch of Health Cards and Coupons.
- 9. Resolving customer queries regarding policy copy and health cards, coordinating with Blue Dart, DHL, Indian Post and other courier partners regarding same.

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## EDUCATION

### Bachelor of Engineering in Mechanical Department

Saraswati College of Engineering, Kharghar Navi Mumbai • Mumbai University • 2017 • 7.39

### Higher Secondary School Certificate (HSC)

Bharati Vidyapeeth Prashala and Jr Clg, Belapur • State Board of Maharashtra • 2013 • 76

## Secondary School Certificate (SSC)

S.E.S Secondary School, Kalamboli • State Board of Maharashtra • 2011 • 91.45

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## COURSEWORK

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### Intern of Fort Point Auto motives

Eicher India Limited, Kurla West. • 2017 • Teamwork, Vehicle Spare parts knoweledge, Vehilcle dissemble and assemble

• This internship help me to understand how to work with team, how companies works, how departments and peoples are divided within the organization

### Ansys

NSTI, National Skill Trainer's Institute • 2017 • Designing Skills

### Creo-Parametric (3D Design software)

Institute of Design of Electrical Measuring Instruments, Mumbai • 2016 • Designing Skills

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## SKILLS

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1. Strong, Coordinating, Planning & Analytic Abilities.
2. Ability to work under pressure in time sensitive fast paced environments.
3. Creative with interpersonal abilities & authoritative abilities.
4. Ability to work in projects as reliable & hard-working resources of the team with good analytical skills & willingness to learn.
5. Can write, speak and read English, Hindi and Marathi