

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.

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 Sompo 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.

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

COURSEWORK

Intern of Fort Point Auto motives

Eicher India Limited, Kurla West. • 2017 • Teamwork, Vehicle Spare parts knowledge, 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

SKILLS

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