

SIDDHI NANDKISHOR WHAVLE
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Career Objective:

To obtain a position in a leading organization where I am able to apply knowledge gained in my current experience. I am looking for a good career opportunity which will help me to explore myself and where my knowledge could be best subjected for the benefits of the organization.

Educational Details:

- BBI in the year March-2019 with first class
- H.S.C in the year Feb-2016 with Second Class
- S.S.C. in the year March-2014 with Second Class

Additional Qualifications:

- Diploma in Tally.ERP9 with Veda computer Technology In the year Apr-2017
- Diploma in MS-CIT with Veda computer Technology in the year July-2016.

Work Experience:

Novo Medi Science Pvt. Ltd. (Pharma)

MIS Executive (Jan'2024 – Present)

Core Responsibilities:

- Sale Force Effectiveness.
- Field Operation
- Incentive Management.
- Saneforce software using

Job Responsibilities:

- Sales Force Effectiveness – Management (Call Average/Customer Visit/Master Doctor List etc..)
- Data support to manager for Target preparation
- Incentive Preparation and Disbursement.
- Creating POB reports as per data.
- Making Daily, Weekly, Monthly MIS Reports.
- Solving field related Queries. (like DCR Entry/time allocation/chemist entry/Sample/Inputs...etc)
- Doctor Master List and Input data support to field force as per requirement.

Retail Scan Management Services Pvt. Ltd. (On-Roll)**MIS Executive (Oct'2021 – Jan'2024)**

- Creating & Maintaining data in excel sheets that allow the company to get Information on daily business activity.
- Analyzing and validating retailer payout data on PAN India level.
- Coordinating with internal team to provide approval after analyzing and validating retailer payout bank files.
- Validating retailer KYC on PAN India level & Maintaining MIS reports weekly and monthly basis.
- Handling team for unicorn activity to help to collect precise data and reduce business cost.
- Making Daily, Weekly, Monthly MIS Reports.
- Done Other Duties as Needed.

CS Creative Solutions Pvt.Ltd**MIS Executive (March'2021 – Oct'2021)**

- Creating Report using MS Excel Pivot Table
- Billing regarding look
- Use of V-Lookup, Pivots and Advance excels tools in the reports.

AMS Electrical Pvt.Ltd**Back officem executive (Apr'2019– Dec'2020)**

- Purchase order bill & basic tally

Technical Skill:

<u>Operating System</u>	Windows XP/7/8/10/11
<u>Other Tools</u>	MS Excel ,MS Word ,MS Powerpoint Tally ERP,MS Office

Strength:

- Highly motivated, Positive and goal oriented
- Quick learner, hardworking and honest
- Ability to produce best result in pressure situation.

Personal Information:

Date of Birth : 13th December 1997.
Nationality : Indian.
Marital Status : Unmarried.
Languages Known : Marathi, Hindi & English.
Hobbies : Dancing .

All the above information furnished are here by given true to best of my Knowledge.

Date :

Place : Mumbai

[Siddhi Nandkishor Whavle]