

Carreer Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.
I want to excel in this field with hard work, perseverance and dedication.

Professional Overview

A proactive and skilled individual with over 6 years of experience in:

- Operations – Processing Documents, Maintain Data, TAT Reports, Quality Check (Checker and Maker), KYC, Co-ordinate with vendor, Handling Mail.
- MIS Reporting.
- Collation of Data, Data Maintain and updation.
- Worked on Application: CRM, OMS Application, DMS, Cordis, Omni Docs, I-Disburse, Catalyst Software.

Work Experience

Boston Ivy Healthcare Solutions Private Limited

(Feb 2022 – May 2023)

Executive.

Worked as Executive for Catalog Management, Maintaining and updtng data on system.

Responsibilities:

- Prepare Sheet Creation and Quality check Images of Healthcare Product.
- Preparing MIS Report Daily Basis. - Product Wise, Remark Wise, Zone Wise Report Prepared. Rejection Report & Transaction Report Prepared.
- Find out Product Features and Specification with the help of Internet.
- Follow up with Other Team for Query Resolve.
- Images and Sheet upload in Catalyst Software.
- Prepare Performance report on Daily, Monthly, Weekly.
- Handling Email and coordinate with Other Team Members.
- Query resolve of Other Team regarding Excel.
- Provide Training to the New Joiners.

SR Consultancy

(Nov 2019 – Jan 2022)

MIS Executive.

Responsibilities:

- Prepare Report on Daily basis.
- Follow-up with sales Team for data schedule.
- Quality Check.
- Prepare Performance report on daily basis.
- Prepare Weekly, Monthly, Quarterly, Half Yearly & Yearly Business MIS & Analysis.
- Prepare MIS reports required by management for business studies.
- Prepare the Schedule Monthly, Weekly, Daily.

ICICI BANK LTD

(Sep 2016 – Oct 2019)

Team Leader - MIS

Responsibilities:

- Prepare dashboard for pending sampled & screen report.
- Analysis of the data for seeding & mystery shopping cases and prepare the dashboard as per senior's requirement.
- TAT Hours MIS prepare and dashboard published & Collation of data.
- Co-ordinate with Manger / Regional Manager and prepare the dashboard as per requirements.
- Prepare dashboard for Hunter report cases & Prepare Dashboard Rank wise.
- Knowledge of Vlookup, Remove Duplicate, IF AND, prepare of Dashboard, count if, text, TAT calculation.
- Dashboard and dump send to Branch.

Cholamandalam MS General Insurance Co Ltd

Worked as Executive for Operation, Maintaining and updating data on system. MIS.



(Mar 2014 - May 2016) Customer

Responsibilities:

- Smooth functioning of daily branch operations & Quality Checking.
- Create the Customer ID and update the PTS (Policy Tracking System)
- Update QC Dispatched Proposal & Upload the Document in the DMS
- Resolve the Rejection in DMS & Cordys.
- Uploaded endorsement in Cordys and Resolve the Rejection.
- Daily preparing Reports of MIS and data provided to Branch
- Maintain Cover Note Tracker & E Policy Issuing, Follow-up with Branches for Resolving the Rejections, Cover Note and Back papers dispatched to HO.
- Attending and reverting Inward & Outward mails relating to E Policies
- Coordination with Branch Operations
- Resolve the query of Branches and customers.

LIC of India

(Aug 2011 - Feb 2014)

Worked as LIC agent.

Responsibilities:

- Collect Documents, Explain Benefits, coverage to Customer. Payment follow up. paid Customer Premium to LIC Branch.

Achievement:

- Appreciated by seniors to working ability and always got an increment in job profile as well as in responsibilities.

Academic Background

A Commerce Graduate from Mumbai University (2010).

IT Skills

- Well versed in MS Office.
- Excellent Command over MS Excel (Formula, Pivot, Count if, VLOOKUP, Index Match etc.).
- MSCIT
- English Typing 30wpm.

Personal Details

Father's Name	:	Sudhir Mayekar.
Date of Birth	:	27 th Sept 1987
Gender	:	Male
Nationality	:	Indian
Religion	:	Hindu-Bhandari
Marital Status	:	Married
Languages Known	:	Hindi, English & Marathi
Hobbies	:	Playing Cricket, Watch Movie.

Declaration

I here by declare that the statements made above are true, complete and correct to the best of my knowledge and belief.

Date: - -

Place: Mumbai



(SUSHIL SUDHIR MAYEKAR.)