RESUME

**Permanent Residential Address**: -

33Rameshwar Park,

B/h AvassPark Bus Stand,

Kotarpur Char rasta

Ahmedabad (Guj)-

Mobile: +9712391869/8487000262

**Anup C. Chauhan**

In Brief:

* Ability to manage and being a team player accomplishing individual, team and organizational goal.
* A successful track record in developing good relationships with clients, colleagues which demonstrates excellent communication and social skills.

### **Last Assignment**

**13th feb 2017 to 06th Jun 2017**

* **Advantmed ( US Process)**
* Preparing Milestone Report: Daily basis preparing report which is showing status of project.
* Client Oversight Report: Showing status of Client and Project wise status.
* Next Day Projection: what we need to achieve in project and what’s status of project showing in this report.
* Ad hoc Task:
* Automate the Files and preparing the new file to easy the process.
* **Motif India InfoTech Private Limited (UK Process)**

**12th Sept 2011 to 12th Feb 2017**

Four year experience in Motif as a MIS Executive

* QBR (Quarterly Business review).
* WBR (Weekly Business review).
* Daily Volume report: Preparing the Daily Volume report and send it to HOD.
* SAT report preparing.
* Preparing the Agent Metric File and send it to Agent and Ops team.
* VHC file preparing for the department.
* Pull out the data from system and update it.
* **Videocon Telecommunication**

**1st Sept 2010 to 12th Sept 2011**

One Year experience in Videocon as a MIS Executive and handling responsibility as below

* Handling DMS Team
* Preparing the data entry & inward details and same is update to HOD and Corporate on daily basis.
* Update CAF Status Report to Corp and Zone CSD Head
* Barring and Unbarring Cease Process Handing
* Activate the employee connection and recharged the amount as per approval.
* Payout Making of Distributor wise
* VTM data: Preparing the VTM data and update to VTM offices before tenth date of month.
* CDR Report: Preparing the CDR data and update to Government
* **Tata Teleservices Limited Experience**

**September 2006 to 30Aug 2010**

**Job Responsibilities**

* **Part of Bill Printing andProcessing**
* Data processing for printing of Gujarat & Madhya Pradesh circle.
* Printing the bills and dispatched as per locations ( Gujarat& MP)
* Coordinationwith ABSR team and planning to customer received this bills before due date.
* Maintaining the Data for printing &dispatch
* POD software –Upload the data in POD software as per delivery status.
* Template modification in Report suit(Report suit is a template to bill printing)
* Preparing the allocation so bill we dispatch to suitable agency and locations.
* Coordination with Corporate Billing Team for the bill printing data.
* Envelop printing and designing set as per corporate instruction.
* **Part of bill dispatch.**
* Coordinating with courier agency and cluster executives for delivery reports.
* Action take: Take the suitable action on return bills
* Ensure Daily MIS and audits of the Activities done.
* Tele calling activity on bill delivery and return bills.
* Reducing BNR complain
* CRM interaction updating.
* **Part of collection**
* Handling Before Due Date Collection (“NOTDUE”)
* Agency allocation
* Preparing Collection MIS
* Responsible for proactive Collection before due date (Includes: Tele calling, SMS, etc.)
* Agency follow-ups.
* 60-90 Collection MIS
* **Invoice management.**
* Invoice Management handling
* Coordination with Agency for his Invoice and payment.
* IR & GR Parking in SAP.
* **Call center experience in 8282 department**
* Two year experience in 8282 as a calls center executive.
* Provide the lead as per the hub wise and maintain the MIS.
* Update the all new information (about instrument and plans )
  + - * **Systems knowledge**
* Reportsuit 4.5, CRM, FMS, Metasolve, Arbor, Ranger, Kanon, POD Software.

**Academic education**

|  |  |  |
| --- | --- | --- |
| **Degree** | **Institution** | **Board/University** |
| S.S.C. | K V SahibaughSchool | C.B.S.E Board |
| H.S.C. | K.VCanttSchool | C.B.S.E Board |
| B.A | L.D.ArtsCollege | GujaratUniversity |

## PERSONAL DETAILS: -

Name: Anup C. Chauhan

Date of Birth: 29th October. 1983

Blood Group: “A” Positive

Nationality Indian

Marital Status: Married

Strength: Inquisitiveness to learn new things on my own,

Concentration,

Good communication skill,

Ability to work under pressure,

Open to feedback