**Mittal Diwakar**

Mobile: **9998638362**, Mail Id: [**Makwanamits16@gmail.com**](mailto:Makwanamits16@gmail.com)



Seeking for coordinator Positions in Insurance or Bank with a growth oriented organization in the Finance Industry.

**Profile Summary**

* I am a Fast Learner, Dynamic, Loyal & Honest, Punctual and Dedicated.
* Multi-tasking And Confident about completing the work on time.
* I am always open to learn new things.
* I am always open to share my good qualities with others.
* Well organized with a track record that demonstrates self-Motivated and creative.
* Possess strong relationship management skills.



**COMPUTER SKILLS**

* Better knowledge of Microsoft Office, MS Word
* Advance Excel (Data Validation, Pivot, V-look Up, Formulas Etc.)
* Power point
* Power BI
* Outlook, Internet, CCC.

**Employment Details**

**Bajaj Allianz Life Insurance Company — SR. MIS Executive, 4th February 2020 – 21st January 2022**

* Providing assistance in performance and leadership management tasks to the sales Team.
* Working with Bajaj Making Lots of MIS with Automation Excel Formulas which are easy for use and Time consuming generate reports for Bajaj & Axis Bank also in a timely manner and accurately.
* Desire to take responsibility for developing and implementing
* Tracking And Creating Reports, Dashboard, Scorecard reports and presenting it to the concerned Department and management as per business need, Preparing Contest Data for Bank.
* Strong Knowledge of Excel formulas, Pivot and V- Lookup.
* Answering email, Phone & postal Queries from Sales Team and HO Team.
* Helping the Sales team with various administrative tasks to improve their productivity with Good Relation.
* Tracks MIS activities and priorities, including the smooth implementation of the automated formulas daily, weekly, Monthly and yearly basis for Zone.
* Preparing necessary presentation materials for meetings And ZH review.

**TATA AIA LIFE INSURANCE COMPANY — MIS Executive, November 2016 – 31st January ‘20**

* With the TATA Designed MIS system that is easy to use, extract data & generate MIS reports for TATA & Indusind Bank also in a timely manner and accurately.
* Creating MIS, Dashboard, Scorecard reports and presenting it to the concerned Department and management as per business need, Preparing Contest Data for Bank.
* Collaborate with the MIS team in the development & organization of information systems.
* Handle routine operations of the office and resolve issues with the best way of the sales team.
* Answering email, Phone & postal Queries from Sales Team.
* Coordinate with Operations team, Medical Team and Sales team with good Relation.
* Helping the Sales team with various administrative tasks to improve their productivity.
* Maintain files and records with effective filing systems.
* Tracks MIS activities and priorities, including the smooth implementation of the automated formulas daily, weekly, Monthly and yearly basis for Zone and sometimes Country level also.
* Preparing necessary presentation materials for meetings or ZH review.
* Track Cases for issuance.

**HBL Global PVT Ltd – Tele Marketing, January 2013- APRIL 2013**

* I have Completed TSE in HDFC Life for four Month.

**NIELSEN MARKET RESEARCH COMPANY — DA Auditor, JUNE 2013 - OCTOBER 2016**

* Nielsen is a leading global, independent measurement & Data company for consumer goods, consumer behavior & media.
* Due to being well-planned I manage to do my regular Audits on time with good quality.
* I always make my plan simple so any difficult work becomes so easy.
* I work hard & hope for the Best with a positive attitude.
* Ad-hoc projects, Riders & periodicals periods also. Whenever help was needed for projects or Audits I always did the same.
* I have good communication skills which I use in store & Dr Empanelment.
* I like traveling so I was chosen for field work.
* I really enjoyed meetings & working with a lot of different people.

**KHODIYAR IMPEX., — Computer Operator, DECEMBER 2011 - DECEMBER 2012**

* Installing & maintaining database.
* Learn a lot of things like use of shortcuts keys, Data entry, Create & Run Macro.
* I have completed project of socio economic & caste census as Data Input operator.

**Education**

**J.P. SHROFF ARTS COLLEGE, Valsad — B.A., MARCH 2009 – MARCH 2011**

Completed B.A. in 2011 with 2nd class from Veer Narmad South Gujarat University.

**LANGUAGES**

Gujarati, Hindi, English.

**My role model is My Mom because she is down to earth & at the age of retirement she is working as an energetic woman & always keep to learn new things.**

**Personal details**

Address : B-104, Naroda Smart City-3, B/H Galaxy-88, Nr Hanspura gaam, Dehgam road, Ahmedabad-382330

Marital Status : Married

Date of Birth : 1st November 1991