

MAKSUD DIWAN

6, Al saniya duplex, Bage nishat society, Opp sonal cinema ,
Vejalpur road Ahmedabad - 380051
9825779786 | diwan.maksud@gmail.com

Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

- **Redex Enterprise** 01 Jan 22 -
HR Implant
 - Handle General HR functions
 - On boarding, handle staff/worker resignation and termination
 - Some part of Compliance like generate UAN/ESIC.
 - Calculate wages, deductions, salary process.
 - Coordinate with recruitment team about line up and joined candidate as well as shared MIS for the same.
- **Max Li Pvt Ltd.** 1 Aug 19 - 30 Aug 20
Regional MIS Coordinator
 - Prepared daily sales report.
 - Prepared daily performance reports.
 - MOM and YOY growth reports.
 - Resources wise , Region wise,Circle wise activation reports.
- **Axis Bank** 01 Jul 13 - 30 Jul 19
MIS Coordinator
 - Prepared Daily Budget vs Achievement reports.
 - Prepared monthly performance report.
 - Reviewing history of current reporting. MOM and YOY growth reports.
 - Resource wise,products wise reports.
 - Making daily and Monthly contest report and share Circlr,Zone and cluster wise.
 - Analyse that data and make presentations.
- **Airtel** 01 Aug 12 - 15 June 13
MIS Executive
 - Postpaid Mobile collection process.
 - Attending queries from customers.
 - Generate collection data from dashboard and shared reports in sales vertical.
- **Softage Information Pvt Ltd.** 01 Jan 09 - 30 Jul 12
MIS Executive
 - Document verification process in excel,
 - Upload data in software as well as activate prepaid mobile number.
 - Prepared daily performance reports.
 - Documents verification reports.

Education

- **GSHEB** 2002
HSC
53%
- **GSEB** 2003
SSC
68%
- **Baba Saheb Ambedkar Open University.** Running
BA first year
-

Skills

- Good command over MS excel, word, PowerPoint, Internet Application.

Languages

- English
- Gujarati
- Hindi

Personal Details

- Date of Birth : 14/12/1985
- Marital Status : Married
- Nationality : Indian
- Gender : Male

Reference

- **Anas Shaikh - "IMS"**
Payroll Executive
8141797797
- **Virendrasinh Jadeja - "Axis Bank"**
Administrator
9712966981
- **Amar Mehta - "Axis Bank Ltd."**
Branch Head
9376445561