# Work Experience

|  |  |  |  |
| --- | --- | --- | --- |
| **Duration** | **Organization** | **Designation** | **Job Responsibilities** |
| May 2016  Till Now  May 2014-  May 2016  May 2012  Oct 2013  Dec’2010  Mar’2012 | Vodafone Mobile  Service Ltd  Axis Bank Ltd.    Vodafone Ltd.  Aegis Ltd. | MIS Assistant-Retail  MIS Co-ordiner  Customer Care Executive  Customer Care Executive | * Vodafone Store and VMS Wise Daily Report * Vodafone Store Wise Daily TNPS Report * Vodafone Store and VMS Wise Daily   4G simex   * Co-ordinate with Senior for Nomination of Star Performer of the Month & collect resource wise data for monthly contest between AM, RM, BDE, prepare PPT for contest. * Coordination with all store manager for required data. * Reconciliation of employee ids, Manpower and employee demo numbers. * Customer fluty/ damage dongle replacement. * Manage new employee training. * Dispatching Dongle, forms and Goodies. * Preparing Monthly Review PPT. * Generate timely and accurate reports for analysis. * Implement and analysis data to create daily, weekly, monthly, and quarterly reports * Design/develop the agreed upon solution in MS Excel. * Managing the Monthly, Weekly & Daily Report Creating in MS-Excel . * Generating & maintaining day to day MIS Data and updating the management. * Extensive usage of MS Excel (Aggegate function, Vlookup, Pivot table,Formula) * After worked On MIS Report Above all Process * After worked On MIS Report Above all Process * Working on Customers Query In bound Process -      * After worked On MIS Report Above all Process |

# Academic Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Degree** | **Institution** | **Class/Board** | **Remarks** |
| 2012 | B.Com | Aroma College of Commerce,  Ahmedabad | Gujarat University | **Second Class** |
| 2009 | H.S.C | F.D High School  Ahmedabad | G.S.H E.B | 57% |
| 2007 | S.S.C | F.D High School  Ahmedabad | G.S.E.B | 54% |

# Professional Qualifications

* **Acquired skills**: Double Entry Accounting, Banking Transactions and Reconciliation, Taxation,

Costing, Working knowledge of other accounting software – Tally ERP 9, Professional knowledge of MS Office and Internet applications, MIS Microsoft excel Example (VLOOKUP, HLOOKUP, Pivot Table,True /False , IFERROR,COUNTIF,) Microsoft Access Example (Select Query, Make Table, Append Query, Update Query, Macro)

# Career Interest

* I want to work for an organization that will help me utilize and develop my skills and abilities
* I aspire to join the accounts sector to improve my accountancy skills

# Strengths

* I am a very earnest and dedicated person
* I am a responsible person and a keen learner
* I possess good communication skills and a determined attitude

# Hobbies

* I like listening Music
* I like to read newspaper
* Also like to Traveling

Yours Faithfully,

Taufiq Diwan