**Name : Mr Vivek Shrikant Honrav**

**E-mail ID :** honravvivek@gmail.com

**Contact No:** +918668561607/9860612483

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**OBJECTIVE:**

* **To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.**

**ACADEMICS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institute** | **Academic Year** | **Board/University** | **Percentage** |
| BBA | Rajarambapu Institute of Technology, Islampur | 2015 to 18 | Shivaji  University. | 62.81% |
| HSC | Adarsh Mahavidhyaly, Vita | 2014 to15 | Kolhapur Board | 70.15% |
| SSC | New English school, Gardi -Ghanwad | 2012 to13 | Kolhapur Board | 63.80% |

**COMPUTER AWARENESS:**

* Ms-office ( Advance Excel )
* Fundamental of computer
* Power BI
* Tally

**EXPERIENCE:**

**Current Designation: Process Specialist, (August 2018 - Present)**

* I have an experience for U.S mortgage in Infosys BPM, LTD, Pune
* I working with pre-endorsement and underwriter process and I have good managing skill for taking care of 35 to 40 users team’ with supporting on any issues and difficulty regarding process.
* Tacking teams one and one with performance discussion.
* I currently managing Client report and Client update through by mail, Monthly/weekly report, MIS, Consolidation data, weekly and monthly deck, maintaining update trackers, process map, root cause analysis data maintain and quality report, new user training, work allocation etc.

**CO-CURRICULAR ACTIVITIES:**

* Winner in Biztech Mantra, a state level event in Zeal Institute of Business Administration and Computer Application and research, Pune.
* Two years coordinator of Team building in INSPIRA 2K17 / INSPIRA 2K18 a state level event .

**TRAININGS / CERTIFICATIONS:**

* One Month soft skill training completed in Infosys BPM LTD.
* Three month internship in Mapro Food PVT LTD, Mahabaleshwar.

**PERSONAL DETAILS:**

* **Name : Mr. Vivek Shrikant Honrav**

* **Date of Birth** : 05-01-1997**.**
* **Marital Status :** Single**.**
* **Language Known** : English, Marathi, Hindi
* **Permanent Address :** At/post - Ghanwad, Ta - khanapur,

Dist. Sangli –415311

**FINAL YEAR PROJECT:**

* Employee welfares facility of Mapro Food PVT LTD, Mahabaleshwar.

**STRENGTHS:**

* Analytical Ability
* Leadership
* Friendly nature
* Team handling

**HOBBIES:**

* Team Managing
* Cheese
* Dancing

Date:

Place: (Mr. **Vivek Shrikant Honrav)**