**Priyanka Vidyadhar Mhatre**

144/303, Swami Samarth C.H.S.,

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Mumbai – 400067

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**Career Objective**

To achieve a successful career in Management by applying available Skills & Talents.

**Executive Summary**

Worked with Orbit Solutions as Jr. HR Executive. Job profile involved Calling up the Candidates & recruiting them in various BPO’s.

Worked with Datamatics Financial Services Ltd. as a Verifications Executive. Handled 2 Projects i.e., Indus Ind Bank & Share khan Ltd. Job Profile included calling up the Customers & verifying their Details.

Worked with Muthoot Fincorp as a Customer Service Executive. Job profile includes providing Services to Customers like Loan Disbursement, appraisal of gold, preparing daily Reports, etc.

Worked with TCS Ltd. as a Sr. Associate. Handling a Citi Bank project. Job Profile includes Drafting a Loan assignment, Reconciliation, etc. Also preparing MIS Reports, Monthly productivity reports, QA reports, assisting Team Lead in maintaining discipline on the floor, taking team meetings, training new joinees & weak performers, solving their queries, etc. Also providing suggestions in terms of process improvement.

Also, worked as software tester in the same organization. Job profile includes testing various end-user applications, planning testing scenarios, raising defects, if any, found during testing, again re-testing the same, co-ordinating with clients, etc.

Worked with Capita India Pvt. Ltd. as Executive for UK process. Job profile includes providing Customer Services to O2 customers via live chat by resolving their queries.

Also, worked as executive in the same organization for UK process. Job profile includes creating & renewing TV license, charging customers against TV license for TVL company in UK.

**Professional Experience**

**Name of Employer Designation Duration**

**Capita India Ltd. Executive**

**Nov-2019-December-2020. 1.1 year**

**TCS Ltd.**

**July, 2013-July, 2019. Sr. Process Associate. 6 years**

**Muthoot Fincorp Ltd. CSE. 7.5months**

**Nov, 2012-Jul, 2013**

**Datamatics Financial Services Ltd. Jr. Officer 15 months**

**Nov, 2010-Feb, 2012**

**Orbit Solutions**

**May, 2007-June-2009. HR recruiter. 2 .1 years**

**Education Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Specialization** | **Board / University** | **Year** |
| PGDM | Human Resources | Rustomjee Business School | 2011 |
| B.Com |  | Mumbai University | 2007 |
| HSC | Commerce | Maharashtra State Board | 2004 |
| SSC |  | Maharashtra State Board | 2002 |

**Major Achievements / Awards Won**

Won a spot incentive at Datamatics for out performance with respect to Target & overall Quality.

Have been a Star performer in TCS Ltd. for maintaining Quality consistently & achieving Productivity

**Certification**

* Completed **Post Graduate Certificate in Banking** from AIIM EduSysPvt. Ltd.

**IT Skill Set**

* Completed MS-CIT from Maharashtra Board with 78%
* Completed Advanced Diploma in Information Management (ADIM) from Aurangabad Board with ‘A’ Grade

**Strengths**

* Positive Attitude
* Sincerity

**Personal Details**

* **Date of birth** : 31st October, 1986
* **Language known** : English, Hindi, Marathi
* **Marital Status**  : Single