# Resume

Personal Details: - RAAKESH .S. MAHADIK.

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Residential Address: A/504, Jay Malhar Building, Padwal Nagar, Wagle Estate, Thane West

Pin Code – 400 604

Mobile: +91-9820883835

Date of Birth: 12 February 1983 Nationality: Indian

# Career Objective:-

To be part of reputed organization which provides a steady career growth along with job satisfaction, challenges and give value contribution in the success of organization.

# Education History:-

|  |  |  |  |
| --- | --- | --- | --- |
|  | Passed Year | Class | University |
| S.S.C | March 1998 | 1st Class | Mumbai |
| H.S.C | February 2000 | 2nd Class | Mumbai |
| Graduation | June 2009 | 1st Class | Commercial, New  Delhi |

Other Skill and Certification:- Computer Skill:

MS-CIT computer Soft ware Course with First Class

# Language Skill:

Marathi (Native Tongue)

Hindi (Reading and Writing Skill) English (Reading and Writing Skill)

January 2007 – January 2008

February 2008 –

September 2008

# Work Experience:

Radix Corporate Solutions Pvt Ltd [www.radix.net.in](http://www.radix.net.in/)

Manager – Variable Data Printing Responsibilities and achievements

Mail merging customer data from excel to word Personalization Letter with customer details Data security and data cleaning

Maintaining MIS for day to day activity Staff related work

Spanco BPO Pvt Ltd, Vashi, Navi Mumbai Field Supervisor – Personal Loan Collection

Responsibilities and achievements Handling day to day shift activities

Coordinating with field executive and take updation for

payments

Taking feedback from collection agencies for payments Sending daily payment report every day to client

Adventity BPO Pvt Ltd, Thane

Contact Center Executive – Two Wheeler Loan Collection Responsibilities and achievements

Make a call to customer to collect EMI

Request customer to visit respective branch to make payments or take a appointment to collect EMI Solve the queries of customer

October 2008 - Current

Telematrix Consultancy Pvt Ltd, Mumbai Field Executive – Consumer Loan

Responsibilities and achievements

To convey customer to pay EMI by going door step Handling customers who are not ready to pay EMI Updating feedback and submit the same to client

Personal Competencies:-

December 2003 –

September 2006

Ability to work in a fast-paced environment to set deadlines

Excellent oral and written correspondence with an exceptional attention to detail Highly organised with a creative flair for project work

Enthusiastic self-starter who contributes well to the team

# Interest and Activities:-

Cricket, Shopping and Games

Date:

Place: Thane

(Mr.Raakesh Sundar Mahadik)