

CURRICULUM VITAE

Vinod Prakash Edickal

Tulip Homes,
Flat no 504, B-wing 5th floor.
Chakan – 410501.
Email id: - edickalvinod24@gmail.com
Contact: 8087624992/9762028391

Career Objectives:-

I would like to be a part of an Organisation where I can explore and bring out the best of my ability where I can contribute for rapid development of the organisation and at the same time also develop and expand my knowledge.

To secure a responsible career opportunity and to fully utilize my skills, while making a significant contribution to the success of the company.

PROFILE SYNOPSIS:

- **More than 9 years of experience** in accounts & finance.
- Strong communication skills and excellent grasping power.
- Abilities in handling multiple priorities & a genuine interest in personal and professional development.
- Coordinating with different teams for achieving the desired objectives.

Computer Knowledge & Personal skills:-

Well versed in use of MS Office (Ms Word, Ms Excel, and Power Point).

Quick Learner, Positive Attitude and self-motivated. Good communicator and interpersonal skills.

Work Experience:-

Tata Business Support Services Ltd (TBSS) (Joined on 27th August 2015)

Designation: - Customer Care Executive

Job Profile & responsibilities:-

- Attending calls & complaints of the customers.

- Verifying and resolving the queries using the System.
- Resolving Discrepancies, Achieving the goals within the time limit.

Later got deputed to Tata Motors Ltd Pimpri Plant on 8th Feb 2016.

Designation: - Senior Executive (Shared Services).

Job Profile:-

Travel Section (Shared services)

- Handling calls of the Tata motors employees from all locations, processing travel bills of official tours.
- Direct interacting with the employees for resolving their queries.
- Issuing payments/Advances for official tours.
- Maintaining records of the payment runs posted on each day.
- Processing Manual as well as online claims for both staff as well as blue collar employees.(operators)
- Maintaining all the hardcopies related data with all the MIS in detail.

Provident fund Section:

- Direct Interaction with Employees both Staff as well as Blue collar employees
- Processing loan forms in PF system i.e. Central Trust Fund system on regular bases.
- Entertaining queries about loan both Refundable & Non Refundable PF.
- Working experience on Finance, Accounts Payroll.
- Handling day to day activities via calls, Emails & RMS portal.
- Verify employee's document and resolved KYC related issue on EPFO portal.
- Sharing the daily/weekly/monthly MIS to management and Government authorities.
- Resolving tasks on RMS request management system & resolving queries of staff thru the same.
- Direct interaction with employees, handling & solving queries related to PF LOAN/ VPF DEDUCTION/ANNUAL STATEMENTS /PENSION/ SUPERANNUATION.

STRENGTHS:

- Creative, Competent in use of Internet, Mail.
- Overcoming fear, Good communication and interpersonal skills.
- Good Listener, Good numerical skill & able to work in team.

HOBBIES:

- Reading, Bike riding, Swimming, trekking.

ACADEMIC DETAILS:

CLASS	BOARD/UNIVERSITY	YEAR OF PASSING
S.S.C	Maharashtra State Board.	2010
H.S.C	Maharashtra State Board.	2012

Undergraduate : Persuing.

TECHNICAL SKILLS:

- Typing Speed @ 30-40WPM.
- MS OFFICE 2021, MS. Word, MS. Excel, MS. PowerPoint.

PERSONAL DETAILS:

Date of Birth: 24th May 1994

Nationality : Indian

Marital Status: Unmarried

Religion : Hindu

Languages Known : Marathi, Hindi & English.

DECLARATION:

I hereby declare that the information given above is true to the best of my Information knowledge belief .I will make it my earnest endeavour to discharge competently and carefully the duties you may be pleased to entrust with me.

Thanks & regards

Date :

Place: Pune

(Vinod.P.Edickal)