

Resume

Mr. Ajay R Gunthal

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Career Objective: -

Looking for a challenging position and innovative environment, where I can improve my technical skills and creativity towards making a significant contribution to the growth and development of the organization.

Work Experience: -

1) Company: Adient India Pvt Ltd behalf of Place well Industrial Services Pvt Ltd Designation: MIS Executive Duration: Aug'22 to July'24.

- MIS reports generating Daily, Weekly & Monthly basis.
- Expertise in data creating, collecting and making dashboards using the data.
- Created some automated flow using Microsoft Power Automate for business development.
- Prepare Ad hoc reports based on the requirements from the Management.
- Experience in SQL statement, like where clause, group by, sub- query, Joins etc.
- Well versed with shortcuts and formulas like VLOOKUP, HLOOKUP, Xlookup, Power Query, Power Pivot, Pivot table, conditional formats, Data validation, Sumif / Sumifs, Countif / Countifs, INDEX MATCH Function.
- Manage database & preparing different reports.
- Created new GEPT as required like PD2s, PD3 and PD4 and migration as well.
- Created some automated flow using Microsoft Power Automate for business development.

2) Company: Bajaj Finserv Designation: Assistant Manager Credit Operation Duration: July'2021 to Aug'22.

- Doing settlement & foreclosure of all the personal loan cases using Finn one, CRM & pennant app.
- Doing POS & Penal waivers using Customer 360 application in Finn one, Pennant app.
- Generate manual advice, demographic MIS reports on daily basis for PAN India using advance excel formulas & various functions.

3) Company: Bajaj Finserv Designation: Back Office Officer- PLCS Duration: Dec'2017 to July'2021. Industry: Finance

- Generate rate waivers, Lead, Login, Approval & Disbursal MIS reports on daily basis for PAN India using advance excel formulas & various functions.
- Co – coordinate with field team & resolving all queries relating SFDC at product level for the purpose of branch support.

**4) Company: Indus Towers Ltd on behalf of Magna Infotech Pvt Ltd Designation: SCM Executive
Duration: Jan'2017 to Nov'2017**

- Publish daily pendency MIS report & dashboard for Purchase Order & Purchase Requisition.
- Publish dashboard for daily WCC pending report.
- Creating purchase order using oracle-based ERP.
- Maintains record of goods ordered & received.
- Purchase order release and follow ups for timely delivery of the material
- Coordinating for improvements in Supply chain, delivery schedule monitoring, open PO monitoring and timely vendor payments

Technical skills: -

- Advance Excel, MS Power BI, MS Word, MS Power Point, SQL queries, Tally Prime, GST, Payroll.
- Knowledge of SFDC classic & lightening (salesforce.com), Finn one, CRM (Customer Relationship Management), Customer 360
- SAP (Hercules, PDx & EQM Tool)

Certificates: -

- Data Visualization in Tableau.
- Data Visualization in Power BI.

Educational qualifications: -

Bachelor's degree in computer application, V K College of Management Science, Kalamb

Personal Information: -

Date of Birth: 07th June 1991

Marital Status: Married.

Languages: English, Hindi, Marathi

Self-Assessment: -

I am a self-disciplined hard-working person. I prefer to face new challenges. As it gives an opportunity to me to show my capabilities.

Date: -

Ajay R Gunthal

Place: - Pune