VIJAY V. KAMBLE

CAREER OBJECTIVE:

ADDING VALUE TO THE WORK AND CONTRIBUTING TO THE GROWTH OF ORGANISATION.

PERSONAL DETAILS:

Date Of Birth	: 26TH Feb 1983
Residential Address	: 3/A, 403, Giriraj CHS. New Mhada Colony, Near N.N.P., New Dindoshi, Goregaon (E). Mumbai-97
Languages	: English, Marathi, Hindi
Contact no.	: 9969072824
E-mail ID	: victory_kamble@yahoo.co.in
Marital Status	: Married
Nationality	: Indian
Hobbies	: Listening Music, Reading Books

EDUCATION QUALIFICATION:

Passed T.Y.B. Com from Mumbai University in the year 2008

Passed H.S.C. from Mumbai University in the year 2002

Passed S.S.C from Maharashtra Board in the year 1999

OTHER QUALIFICATION:

Microsoft Excel and basic knowledge of Computer

Tally 7.2

Computer Hardware

WORK EXPERIENCE:

- Worked in Hindustan Motors Mfg. Co. for the period 2006-07 as Jr. Accountant.

  Job Responsibility **:** - Handling day-to-day purchase & selling bills, petty cash vouchers.

- Worked in PCSPL for the period 2008-09 as Jr. Accountant

  Job Responsibility **:** - Handling day-to-day billings & accounts of residential society.

- Worked in Sanghavi Jewel Pvt. Ltd. for the period Aug'10 to Apr'11 as H.R. Assistant.

  Job Responsibility **:** - Maintain documents of employees (Pf, Esic & gratuity form, Joining procedure), food & travelling allowance, maintain attendance & shift of employees, salary distribution, handling queries of employees.

- Worked in a TCS for the period 13th Oct 2013 to 22nd June 2018 as Operation Executive.

  Job Responsibility **:** - Work profile with Communication Team

  Communicated with candidates through sms and emails regarding there exam date, shift time & venue. Also guide to the ground team through sms and call regarding their to do list on exam day. Making exam calendar on excel.

  Work profile with Solution Configuration Expert Team

  Collect all exam related documents from project managers and configure all required parameters in system. After that create mock every time till day minus of exam for ground team. Also making hall tickets and configure with require fields in system and publish on relevant website after verify.

  Work with Delivery Assurance team

  Verify mock & actual exams after configure in the system till day minus of exam. Verifying candidate data of actual exam on the day minus of exam. Verifying pdf of hall tickets and candidate data before publish the hall ticket on website. Also verify pdf of call letter and details of all candidates on excel file. Making exam allocation list for delivery assurance team.

PLACE   :

DATE   :   **(VIJAY V. KAMBLE)**