

# Abhijeet Raut

MIS Executive and Coordinator



5 Years 2 Months



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## Profile Summary

Dedicated and detail-oriented Backend Officer with 3 years of experience in optimizing operational processes within the BFSI sector, Total 5 years of operations. Proven track record of enhancing workflow efficiency and accuracy through process automation and data management. Skilled in transaction processing, regulatory compliance, and quality assurance, with a strong ability to collaborate with cross-functional teams to drive operational excellence.



## Education

BCA, 2011

Pune  
University



## Work Experience

Aug 2021 - Oct 2024

MIS Executive and Coordinator  
TeamLease

- Managed daily backend operations, ensuring seamless execution of financial transactions with an accuracy rate.
- Implemented process improvements that resulted in a 15% reduction in processing time and a 70% increase in customer satisfaction.
- Led a team of 10 members in handling high-volume transaction processing, achieving a 95% reduction in operational errors.
- Developed and maintained reporting systems, providing management with real-time insights into operational performance.
- Conducted training sessions for staff on new systems and processes, enhancing team efficiency and compliance awareness.



## Key skills

- MIS Reporting
- MIS Preparation
- MIS Updation
- Onboarding
- Invoice Processing
- Client Coordination
- Payment Followup
- Excel Report Preparation
- MS Office
- SAP Basis
- Workflow Streamlining
- Regulatory Compliance



## Personal Information

City **Pune**  
Country **India**



## Hobbies

- Cricket
- Music
- Traveling



## Languages

- English

- Hindi
- Marathi

**Apr 2017 - Feb 2021**

MIS Executive

**Excell Autovista**

- Implement and manage the DMS for all critical documents, including manufacturing processes, quality control records, and compliance documentation.
- Ensure that all documents are stored in a structured and easily retrievable manner.
- Manage user access and permissions to ensure document security, especially for sensitive or confidential data.
- Work on automating document workflows to reduce manual handling and increase accuracy.
- Offer ongoing support and resolve any issues users encounter with the Customer.
- Excellent organizational and problem-solving skills.